

# Final (Codified) Title 5 Library Bond Act Regulations

*Effective Date: January 4, 2002*

## CALIFORNIA READING AND LITERACY IMPROVEMENT AND PUBLIC LIBRARY CONSTRUCTION AND RENOVATION BOND ACT OF 2000

### TITLE 5, DIVISION 2, CHAPTER 3, SECTIONS 20430, 20432, 20434, 20436, 20438, 20440, 20442, and 20444

#### Article 1. General Provisions

#### SECTION 20430. DEFINITIONS

- (a) **Addition** – a project that increases the floor area of enclosed space of an existing building. “Addition” also means “expansion.”
- (b) **Addition/remodeling** – a project that combines remodeling with an addition to an existing building.
- (c) **Administrative costs of the project** [Education Code section 19990] – administrative costs include costs of any services provided by employees of the applicant jurisdiction or its library service provider, excluding professional services as described in section 20432 (e) and (f) where such services are required by the applicant jurisdiction to be provided by a Public Works or similar department, or by other departments providing the professional services, and where the costs are directly billed to the construction project.
- (d) **Applicant** – a local jurisdiction as defined under Education Code section 19988 that is eligible for a grant and that is in the process of making application for California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 funds.
- (e) **Application Form** – the form entitled “Application Form: California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 Funds” found in section 20440, Appendix 1.
- (f) **Appraised value** – the value of land, an existing building, or any other improvements as determined by an independent certified appraiser no more than one year prior to the date of the Board’s deadline for application. [See section 20436 (a) for appraisal requirements.]
- (g) **Architect** – an architect holding a valid license under California Business and Professions Code, Chapter 3, Division 3, commencing with section 5500.
- (h) **Assignable square footage** – the usable space within the building assigned to furniture and equipment, excluding any non-assignable space.

- (i) **Board** – California Public Library Construction and Renovation Board.
- (j) **Bond Act** – the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 (Education Code sections 19985-20011).
- (k) **Co-located library** – a library that houses a combined public library and public school library in a single facility, either on or off of school grounds. Library services provided in the facility shall be defined by a cooperative agreement between the public library jurisdiction that will operate the library and one or more public school districts serving any combination of K-12 students. The terms “co-location project” and “co-located library” are used synonymously. If portions of a co-located project are not devoted to the delivery and support of public library direct service, the project shall be considered, in addition, a multipurpose project.
- (l) **Common areas of a multipurpose building** – areas of a multi-occupant building that are shared by its occupants.
- (m) **Community Library Needs Assessment** – a written evaluation of the library service needs of an identified public library service area containing the elements specified in section 20440, Appendix 3.
- (n) **Completion of the public library project** – For the purposes of Bond Act grant projects, the public library project shall be considered complete at Substantial Completion.
- (o) **Construction manager** – an individual who has had responsibility for construction management for five or more construction projects in excess of \$1,000,000 each, within the 10 years prior to the Board’s application deadline.
- (p) **Conversion** – remodeling an existing building that is not currently used for public library purposes to make it a public library.
- (q) **Construction cost estimator** – an individual who has had responsibility for five or more construction project cost estimates in excess of \$1,000,000 each, within the 10 years prior to the Board’s application deadline.
- (r) **Cooperative agreement** – a written legal agreement containing the elements specified in section 20440, Appendix 2.
- (s) **DSA** – Division of the State Architect, Department of General Services, State of California.
- (t) **Electronic technologies** – any electronic device or network that processes or provides access to data or information.
- (u) **Eligible project costs** – reimbursable costs authorized in Education Code sections 19989 and 19995 (b) as made specific in these regulations.

**(v) Eligible projected construction cost:**

- (1) For new construction** – construction contract costs for a public library or joint use library facility derived by calculating the normal public construction costs in the applicant's area as specified in section 20436 (c).
- (2) For conversion, remodeling, and addition/remodeling** – construction costs related to all aspects of remodeling, rehabilitating, or renovating an existing public library facility owned by the applicant; or construction costs related to the conversion of a building into a public library, as specified in section 20436 (d).
- (w) Engineer** – an engineer holding a valid license under California Business and Professions Code, Chapter 7, Division 3, commencing with section 6700, in that branch of engineering that is applicable.
- (x) Existing public library** – a facility operated to provide public library direct service, either owned or leased, if the lease has a total duration of not less than 20 years.
- (y) Existing public school library** – a facility operated to provide library service to students in a public school, either owned or leased, if the lease has a total duration of not less than 20 years.
- (z) Fenestration** – the arrangement, proportioning, and design of exterior and interior windows, clerestories, skylights, window walls, and doors in a building.
- (aa) Field Act** – Education Code sections 17281, 17365, and 81130.
- (bb) Gross square footage** – the entire area of the building interior including the exterior wall thickness. The total of the assignable square footage and the non-assignable square footage equals the gross square footage. Whenever the terms or abbreviations “square footage,” “square feet,” “SQ FT,” or “SF” are used in the Bond Act regulations or appendices without the modifiers “assignable” or “non-assignable,” then the terms or abbreviations mean “gross square footage” or “gross square feet.”
- (cc) Inadequate infrastructure** – incoming telecommunication connection to a public school building equal to or less than 512 thousand bits per second (512K bps).
- (dd) Joint use project** – a public library project that is either a co-located library or a joint venture project.
- (ee) Joint venture project** – a project to construct a public library facility that jointly serves both public library users and any combination of K-12 students as defined by a cooperative agreement between a public library jurisdiction and one or more public school districts. Joint venture library services are defined in section 20434 (a) (1) (B).
- (ff) K-12** – kindergarten through grade 12.
- (gg) Library building program** – the planning document that describes the space requirements and all other general building considerations required for the design of a

public library building, as specified in section 20440, Appendix 5.

**(hh) Library consultant** – a qualified library consultant who meets all of the following criteria:

- (1)** Possesses a Master of Library Science or equivalent 5th year degree in library science.
- (2)** Has been a consultant for at least five different library projects within the last 10 years for the development of at least one of the following:
  - (A)** Library needs assessment.
  - (B)** Library plan of service.
  - (C)** Library facility master plan.
  - (D)** Library site study.
  - (E)** Library building program.
  - (F)** Library architectural plans review.
- (3)** Has provided the services in (2) above as an independent contractor or as the employee of an organization involved with the administration of public libraries.

**(ii) Library facilities master plan** – a jurisdiction-wide plan detailing the anticipated need for new and/or remodeled public library facilities for a specified period of time.

**(jj) Local matching funds** – 35% of the total eligible project costs submitted in the Library Project Budget in the Application Form, which the applicant is responsible for obtaining from sources other than the Bond Act.

**(kk) Mid-point of construction** – the calendar date that falls half-way between the start of construction and Substantial Completion of the project.

**(ll) Multipurpose building** – a multi-occupant facility, part of which is a public library and part of which is used for other purposes. [See also the definition (k), Co-located library].

**(mm) New construction** – new building square footage for one or more of the following:

- (1)** A totally new library building.
- (2)** An addition to an existing public library building owned by the applicant.
- (3)** An addition to an existing building that is being converted to a public library building.

**(nn) New public library** – any of the following:

- (1)** The construction of a new public library building.
- (2)** The acquisition of a building that is not currently a public library and remodeling it to become a public library.

- (3) A replacement facility for an existing public library, whether on the same site or a new site.
- (oo) **Non-assignable space** – utility areas of a building required for the function of the building, including stairways; elevators; corridors and interior walkways; public lobbies; restrooms; duct shafts; mechanical rooms; electrical closets; telecommunications closets for voice, data, electrical, security, and fire systems; janitor's closets; fireplaces; interior and exterior wall thickness; and exterior amenities that are part of the building but not enclosed, such as loading docks and covered patios, porches, and walkways.
- (pp) **Project** – a remodeling, remodeling with addition, or new construction project for purposes authorized under Education Code section 19989.
- (qq) **Project manager** – an individual who has had responsibility for project management of five or more construction projects in excess of \$1,000,000 each, within the 10 years prior to the Board's application deadline.
- (rr) **Projected construction cost** – the construction cost of the library project as estimated by an architect, engineer, or construction cost estimator.
- (ss) **Public library portion of a building or site** – the portion of the building or site dedicated to the delivery and support of public library direct services plus the pro rata share of common areas attributable to the delivery and support of public library direct services.
- (tt) **Readers' seats** – all seating in the library available for the public of all ages to use while reading print materials (i.e., lounge seating, benches, floor cushions, seating at tables, carrels, and study counters). Readers' seats do not include technology workstations.
- (uu) **Remodeling** – any form of renovation or rehabilitation of an existing facility. The following terms are used synonymously: remodeling, renovation, and rehabilitation.
- (vv) **State matching funds** – 65% of the total eligible project costs submitted in the Library Project Budget in the Application Form.
- (ww) **Substantial Completion** – the date on which the owner and contractor agree that the construction contract is sufficiently complete to permit the owner to take possession of the facility.
- (xx) **Supplemental funds** – local funds required to cover ineligible project costs that are directly related to the construction project.
- (yy) **Technology workstations** – workstations in the library (e.g., tables, carrels, counters, office systems) available for the public of all ages to use while operating any kind of library-provided electronic or audiovisual technology (i.e., personal computers, computer terminals, on-line public access computers (OPAC), audio and video units, ADA adaptive technology, and microform readers).

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**NOTE: Authority cited: Section 19992, Education Code. Reference: Sections 19989, 19994, 19995, 19996, Education Code.**

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**Article 2.**  
**California Library Construction and Renovation Program**

**SECTION 20432. PURPOSES OF GRANTS**

**(a) Acquisition of an existing or prefabricated building**

A local jurisdiction may acquire, through purchase or donation, an existing building or a prefabricated building for the purpose of converting it to a public library.

**(b) Multipurpose building**

A local jurisdiction may acquire space in a multipurpose building for use as a public library.

**(c) Allowable site use**

A local jurisdiction may build a public library facility on land that has been:

- (1) Purchased.
- (2) Donated.
- (3) Leased.
- (4) Secured by a lease-purchase agreement.

**(d) Site development and demolition costs**

Site development and demolition costs are eligible if they are:

- (1) Necessary and directly related to the construction of the public library.
- (2) Within the legal boundaries of the public library project site.
- (3) No more than 100 feet beyond the legal boundaries of the site and are required to tie-in the public library site with existing utilities and roads. Such work shall be limited to:
  - (A) Utilities.
  - (B) Paving.
  - (C) Sidewalks, curbs, and gutters.
  - (D) Landscaping and irrigation.
  - (E) Traffic signals.

**(e) Architectural and engineering services**

- (1) Payment of fees for any work related to the public library construction project performed by architects and engineers are eligible project costs provided they are cash expenditures made not earlier than three years prior to the submission of the grant application, as specified in Education Code section 19995 (b).

(2) Matching funds credit for architectural plans and drawings.

(A) The cost of architectural plans and drawings developed solely for the public library project for which the application is being made, regardless of when their cost was incurred, may be credited toward the matching funds requirement.

(B) "Architectural plans and drawings" means, and is limited to, the following documents created by an architect or engineer that are necessary for the design of the proposed public library building:

1. Conceptual plans and drawings.

2. Schematic plans and drawings.

3. Design development plans and drawings (also referred to as preliminary plans and drawings).

4. Construction documents and specifications (also referred to as final working drawings and specifications).

**(f) Other professionals**

Fees for work related to the public library construction project performed by the following professionals are eligible project costs:

**(1) Americans with Disabilities Act (ADA) consultants**

**(2) Attorneys**

**(3) Audio-visual consultants**

**(4) Building security systems consultants**

**(5) Certified Public Accountants**

**(6) Construction managers**

**(7) Hazardous materials consultants** – Registered Environmental Assessors registered by the California Environmental Protection Agency, Office of Environmental Health Hazard Assessment, and asbestos consultants registered by the California Occupational Safety and Health Administration, who are employed to perform hazardous materials surveys and related abatement contract administration.

**(8) Historical consultants** required to assess the historical significance of an existing building.

**(9) Interior designers** employed to:

(A) Design furnishings and equipment.

(B) Provide furnishings floor plans and layouts.

(C) Write specifications.

(D) Otherwise develop bid documents and supervise the bidding and installation of furnishings and equipment for the interiors contract or portion of the general contract for the public library construction project.

**(10) Independent construction cost estimators** employed to provide project cost estimates

**(11) Land surveyors**

**(12) Library Consultants** providing or assisting in the preparation of:

(A) Library needs assessments.

(B) Library plans of service.

(C) Library facility master plans.

(D) Library site studies.

(E) Library building programs.

(F) Library architectural plans reviews.

**(13) Lighting consultants**

**(14) Project managers**

**(15) Real estate appraisers**

**(16) Scientists required for CEQA compliance**

**(17) Signage consultants**

**(18) Technology planning consultants**

**(19) Telecommunication consultants**

**(20) Traffic engineering consultants**

**(g) Remodeling existing public library facilities owned by the applicant jurisdiction**

**(1)** As required by Education Code 19989 (c), all projects to remodel existing public library facilities shall include “necessary upgrading of electrical and telecommunications systems to accommodate Internet and similar computer technology.”

**(2)** These improvements are defined as enhancements to the electrical and data systems that provide:

(A) Dedicated circuits for all computers and their peripherals.

(B) Copper, fiber optic, or wireless data connections with a minimum of Category 5 data cabling. Category 5 cable is data communications twisted pair cable appropriate for transmission of signals up to 100 Mb/second.



**(h) Ineligible project costs**

Ineligible project costs include but are not limited to the following:

- (1) Costs for services related to the administration of the public library construction project that are performed by employees of the applicant or the library service provider are ineligible. An exception shall be made for professional services described in section 20432 (e) and (f) where such services are required by the applicant jurisdiction to be provided by a Public Works or similar department, or by other departments providing the professional services, and where costs for the services are directly billed to the construction project.
- (2) Lease or lease-purchase payments or the value of land secured through a lease or lease-purchase agreement.
- (3) The costs associated with portions of a project that will not be used for the delivery and support of public library direct services are not eligible project costs.
- (4) In-kind expenditures and services or donations of materials, labor, furniture, equipment, or articles of any kind shall not qualify as matching funds and shall not be counted as eligible project costs.
- (5) The value of land owned by the applicant that is already dedicated to the operation of an existing public library.

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**NOTE: Authority cited: Section 19992, Education Code. Reference: Sections 19987, 19989, 19990, 19995, and 19996, Education Code.**

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## SECTION 20434. FUNDING PRIORITIES

### (a) New public library project priorities

#### (1) First priority for new public library facilities: joint use projects

As specified in Education Code section 19994 (a) (1), first priority for new public libraries shall be given to joint use projects in which the agency that operates the library and one or more school districts have a cooperative agreement. [See sections 20440 (d) (1) and Appendix 2 for information about Cooperative Agreements.]

Joint use projects shall be one of two types:

#### (A) Co-located library [See “Co-located library” definition in section 20430 (k)]

#### (B) Joint venture projects [See “Joint venture project” definition in section 20430 (ee)]

Joint venture projects shall provide one or more of the following services:

##### 1. Computer center

A computer center houses computer systems with electronic resources or other educational technologies to assist with any combination of K-12 student learning activities. Services shall include one or more of the following:

- a. A range of computer literacy classes covering introductory to advanced skill levels.
- b. Access to the computer resources, including the Internet, for both public and student clientele.
- c. Computer literacy activities for students and their families or caregivers.
- d. Distance learning equipment and staff to enable online instruction and other forms of educational interaction with distant communities, individuals, or institutions.

##### 2. Family literacy center

A family literacy center houses materials and space for tutoring and instructional activities to improve the ability of K-12 students and their parents or caregivers to read and write English and to develop lifelong learning skills. Activities shall include one or more of the following:

- a. One-to-one tutoring, either personal or online.
- b. Small group instruction.
- c. Reading and writing instruction.
- d. Computers with software to improve reading and writing skills.
- e. Literacy programming for students and their families or caregivers.
- f. After-school literacy programming for students.

### **3. Homework center**

A homework center houses space to provide materials and formal support to assist K-12 students with homework and/or study assignments. Support shall focus on the needs of students including either general assistance in reading, writing, science, language, math skills, and study skills, or individual student assignment assistance, or both. Services shall include one or more of the following:

- a. Specialized print and electronic resource collections responsive to curriculum needs, including designated computer time for student homework needs.
- b. Peer and/or adult assistance, either paid or volunteer.
- c. Instruction in research and study skills.
- d. Provision of appropriate support tools such as bibliographies, listing of web sites, and pathfinders.
- e. After-school computer or language literacy activities.
- f. Temporary reserve or limited circulation collections in response to teacher requests.

### **4. Career center**

A career center houses space to provide job, career, and college education information to assist K-12 students in assessing and pursuing vocational and career choices. Information formats shall include any combination of print, electronic, and audiovisual resources. Service shall include one or more of the following:

- a. Resources providing information on various careers and vocations, future opportunities, and the necessary associated job skills and/or education.
- b. Career counseling assistance, either paid or volunteer.
- c. Information on available training programs and available jobs.
- d. Résumé assistance, online job posting, and interview training.
- e. College-preparation programs, including scholarship information, college application assistance, college entrance exam preparation, and college essay and résumé preparation.

### **5. Shared electronic and telecommunication library services**

Shared library electronic and telecommunication services provide for the sharing of electronic equipment and resources that complement the curriculum of K-12 students. Services shall include one or more of the following:

- a. Wide-area network between the public library and public school(s).

- b. Collaborative electronic resource database licenses and related training.
- c. Collaborative catalog access and shared circulation systems and related training.

**6. Subject specialty learning centers**

Subject specialty learning centers house a comprehensive, in-depth collection of resources and learning activities on a specific subject area that complements the curriculum of the school district that is a part of the joint use cooperative agreement.

**7. Other library services**

Other similar collaborative library services that directly benefit K-12 students.

**(2) Second priority for new public library facilities: all others**

As specified in Education Code section 19994 (a) (2), all other new public library projects shall be given second priority.

**(b) Priorities for remodeling existing public library facilities owned by the applicant jurisdiction**

**(1) Remodeling first priority**

As specified in Education Code section 19994 (b) (1), to be considered for first priority funding, a project to remodel an existing public library building owned by the applicant jurisdiction shall be within the attendance area of a public elementary, middle, or high school that, at the time of application, is identified as having inadequate infrastructure to support access to computers and other educational technology.

(A) If the project is located in the attendance area of more than one public school, the applicant may select any one of the schools with inadequate infrastructure.

(B) The applicant shall submit with the Application Form:

1. A letter from the public school district superintendent verifying that at the time of the Board's application deadline:
  - a. The project site is located within the attendance area of the identified public school.
  - b. None of the public school buildings at the identified public school has an incoming telecommunication connection greater than 512 thousand bits per second (512K bps).
2. A copy of the public school attendance area map showing that the public library project site is within the attendance area.

**(2) Remodeling second priority**

As specified in Education Code section 19994 (b) (2), second priority shall be given to all other remodeling projects for existing public library facilities owned by library jurisdictions.

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**NOTE: Authority cited: Sections 19992 and 19994, Education Code. Reference: Sections 19991, 19993, 19994, and 19999, Education Code.**

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## **SECTION 20436. DETERMINING PROJECT COSTS**

### **(a) Determining the value of land and buildings**

#### **(1) Land and buildings purchased by or donated to the applicant**

- (A)** The eligible project cost for land and buildings acquired by the applicant, whether purchased or donated, shall be the appraised value as determined by a certified appraiser no more than one year prior to the date of the Board's deadline for application.
- (B)** When an existing building is purchased for conversion and will be a multipurpose building, the applicant shall provide an appraisal of only the public library portion of the building and site. [See definition: section 20430 (ss)]

#### **(2) Appraisals of land and buildings**

- (A)** An appraisal is only required if the value of the land or building will be claimed as an eligible project cost or a local matching fund credit.
- (B)** Appraisals of land and buildings to determine the best and highest use of the property shall be in conformance with the requirements of the Real Estate Appraiser's Licensing and Certification Law (Business and Professions Code sections 22300, et seq.).
- (C)** Appraisals shall be performed by an appraiser who:
  - 1. Has a State Certified General Real Estate Appraiser's License.
  - 2. Is an independent appraiser, not an employee of the applicant, the applicant's library service provider, or the seller of the proposed public library site.

#### **(3) Contested appraisals**

If the appraisal is contested by the State Librarian or the applicant, one or more additional certified appraisals shall be obtained by the applicant. The difference in the appraisals shall be resolved by a determination of land value made by the California Department of General Services, Real Estate Division.

### **(b) Construction cost estimate**

All applicants shall submit with the Application Form a projected construction cost estimate that is based on the conceptual plans and that has been prepared by an architect, engineer, or a construction cost estimator.

The estimate shall be organized in one of the following formats, or in a similar estimating format, at the applicant's option.

**(1) Format 1** [Construction Specification Institute (C.S.I.) Masterformat Divisions]

- (A) General Requirements.
- (B) Site Work.
- (C) Concrete.
- (D) Masonry.
- (E) Metals.
- (F) Wood and Plastics.
- (G) Thermal and Moisture Protection.
- (H) Doors and Windows.
- (I) Finishes.
- (J) Specialties.
- (K) Equipment.
- (L) Furnishings.
- (M) Special Conditions.
- (N) Conveying Systems.
- (O) Mechanical.
- (P) Electrical.

**(2) Format 2** [R. S. Means Assemblies Cost Data Manual]

- (A) Foundations.
- (B) Substructures.
- (C) Superstructures.
- (D) Exterior Closure.
- (E) Roofing.
- (F) Interior Construction.
- (G) Conveying.
- (H) Mechanical.
- (I) Electrical.
- (J) General Conditions.
- (K) Special.
- (L) Site Work.

**(c) Determining normal public construction costs for new construction**

The normal public construction cost in the applicant's area for new construction, both new facilities and square footage for an addition, shall be based on the January 2002 cost per square foot figures for public library buildings, as determined by Marshall Valuation Service in *Special Studies: Library Buildings*. The cost per square foot for new facilities is \$202, and the cost per square foot for square footage added to an existing building is \$238. These figures do not include costs for land acquisition; site development, demolition, utilities, or landscaping; surface and under-building parking; works of art; shelving; furniture; built-in service desks, counters, workstations, or other casework; movable equipment; or architectural and engineering fees.

### **(1) Locality adjustment**

The current cost shall be modified utilizing the following “California Locality Adjustment Table by County.” The current cost figure is multiplied by the factor in the adjustment table to obtain the locally adjusted cost of public library buildings.

#### **California Locality Adjustment Table by County**

<u>County</u>	<u>Multiplier Factor</u>
Alameda	1.15
Alpine	.98
Amador	.98
Butte	.94
Calaveras	.92
Colusa	.96
Contra Costa	1.14
Del Norte	1.05
El Dorado	1.04
Fresno	.98
Glenn	.96
Humboldt	1.05
Imperial	.97
Inyo	1.03
Kern	.97
Kings	.92
Lake	.98
Lassen	.98
Los Angeles	1.01
Madera	.91
Marin	1.13
Mariposa	.93
Mendocino	.92
Merced	.91
Modoc	.98
Mono	1.02
Monterey	1.07
Napa	1.05
Nevada	1.00
Orange	1.01
Placer	1.01
Plumas	.97
Riverside	.99
Sacramento	1.00
San Benito	1.04
San Bernardino	1.00
San Diego	.97
San Francisco	1.20



San Joaquin	.97
San Luis Obispo	.97
San Mateo	1.14
Santa Barbara	1.00
Santa Clara	1.17
Santa Cruz	1.05
Shasta	.98
Sierra	.97
Siskiyou	.98
Solano	1.07
Sonoma	1.04
Stanislaus	.93
Sutter	.93
Tehama	.98
Trinity	1.02
Tulare	.92
Tuolumne	.93
Ventura	.99
Yolo	.94
Yuba	.93

## **(2) Inflation adjustment**

- (A)** The locally adjusted cost may then be increased by 1/5 percent per month for each month from January 1, 2002, through the estimated mid-point of construction of the project.
- (B)** This figure shall be the eligible projected construction cost. This figure, or a lesser amount, shall be utilized as the normal public construction cost in the applicant's area unless justification for a higher figure can be made based upon recent local bidding experience.

## **(3) Optional method**

- (A)** At the applicant's option, the locally adjusted cost figure may be replaced by averaging the construction contract cost per square foot for a minimum of three comparable public construction projects bid in the applicant's county within three years of the Board's deadline for application.
- (B)** If three comparable public construction project bids cannot be found in the applicant's county within three years of the Board's deadline for application, this locally determined comparable cost approach cannot be utilized by the applicant.
- (C)** Comparable public construction projects are:
1. Public libraries.
  2. Community colleges.
  3. Post offices.

4. Museums.
5. Courthouses.
6. City halls.
7. Auditoriums.
8. Convention centers.
9. Civic centers.
10. Senior citizen centers.
11. Public schools.
12. Recreation centers.

**(4) Contingency for new construction**

For projects with new construction an eligible contingency not to exceed 10% of the eligible projected construction cost may be utilized for any eligible cost in the project budget.

**(5) Costs in excess of normal public construction cost**

For projects where the projected construction cost exceeds the eligible projected construction cost, the applicant shall provide 100% of the supplemental funds necessary to construct the project at the higher cost.

**(d) Normal public construction costs in the applicant's area for remodeling**

- (1) For remodeling projects, and for the remodeling portions of conversion and addition/remodeling projects, the normal public construction cost in the applicant's area is the eligible projected construction cost estimated by an architect, engineer, or construction cost estimator.
- (2) For remodeling projects, and for the remodeling portion of conversion and addition/remodeling projects, a contingency of not more than 15% of the projected cost for remodeling may be utilized in the project.
- (3) For addition/remodeling projects, and for the remodeling portion of conversion and addition/remodeling projects, an eligible contingency not to exceed 10% of the eligible projected construction cost of the new construction and an eligible contingency not to exceed 15% of the eligible projected construction cost for remodeling, may be utilized for any eligible cost in the project budget.

**(e) Project budget**

The project budget found in the Application Form [see section 20440, Appendix 1] shall include both eligible and ineligible project costs directly related to the public library construction project.

The project budget shall also include the following sources of project revenue:

- (1) Amount of State matching funds.
- (2) Amounts and sources of all local matching funds.
- (3) Amounts and sources of all local supplemental funds.

**(f) Calculating the eligible project costs for multipurpose projects**

For each budget line item in the project budget on the Application Form, applicants shall calculate the eligible project costs as follows:

**(1) Public library direct services areas eligible costs**

The applicant shall determine the eligible project costs for those areas that are dedicated to the delivery and support of public library direct services.

**(2) Common areas eligible costs**

For a multipurpose project, applicants shall determine the eligible cost of the common areas by calculating the public library's pro rata share of those costs.

**(3) Multipurpose project cost analysis**

An applicant proposing a multipurpose building project shall submit a cost analysis that has been prepared by an architect or construction cost estimator. The cost analysis shall compare the multipurpose project as a whole to the public library portion of the project, justifying the cost figures in the Multipurpose Project Budget section of the Application Form.

**(g) Projected Library Operating Budget**

Applicants shall provide on the Application Form a library operating budget that projects:

- (1)** The initial library start-up expenses.
- (2)** Annual operating expenses for the library.

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**NOTE: Authority cited: Section 19992, Education Code. Reference: Sections 19989, 19990, 19993, 19995, and 19996, Education Code.**

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## SECTION 20438. SITE AND TITLE REQUIREMENTS

### **(a) California Environmental Quality Act (CEQA)**

**(1)** The applicant, as lead agency, shall submit with the Application Form, evidence that the environmental impact documentation (EID) required by CEQA has been fully completed. [See Public Resources Code sections 21000-21177 and California Code of Regulations, Title 14, sections 15000 – 15387.]

**(2)** This evidence shall consist of one of the following:

#### **(A) No adverse environmental impact**

##### **1. Determining applicability of CEQA for the project**

If the applicant has determined that there is no possibility the project will result in an adverse environmental impact, or that the project qualifies for a specific statutory or categorical exemption, and therefore is not subject to the provisions of CEQA, provide an explanation and appropriate legal citations.

##### **2. Categorical exemption**

If an exemption is claimed for the project, the applicant shall also submit the following:

- a. A statement of the basis for the claim.
- b. A copy of the Notice of Exemption.

#### **(B) Negative declaration**

If a negative declaration was adopted for the project, applicants shall provide a final copy of the negative declaration, as well as a conformed (stamped by the County Clerk) copy of the Notice of Determination which has been signed by the lead agency and filed with the County Clerk with the Application Form.

#### **(C) Environmental Impact Report**

If the project was the subject of an Environmental Impact Report (EIR), applicants shall provide a final copy of the EIR and a conformed (stamped by the County Clerk) copy of the Notice of Determination which has been signed by the lead agency and filed with the County Clerk with the Application Form. Applicants shall also provide a copy of the adopted statement of overriding considerations.

#### **(D) State Clearinghouse review**

Before adopting a Negative Declaration or an Environmental Impact Report, the applicant shall submit the draft environmental documents to the State Clearinghouse at the following address:

State Clearinghouse  
Office of Planning and Research  
P.O. Box 3044  
Sacramento, CA 95812-3044

The applicant shall take into consideration timely comments made by State agencies on the project before adopting final environmental documents and approving the project. The applicant shall provide either the compliance letter or the comments from State agencies provided by the State Clearinghouse with the Application Form. After project approval a Notice of Determination shall be filed with the County Clerk before it is submitted with the Application Form.

**(b) Marketable record title**

“Marketable record title” means that the title to the property shall include both legal and equitable estates, be free of unknown encumbrances, and be in a condition that an informed and reasonable buyer, exercising reasonable care, would and should accept it.

**(c) Obtaining marketable record title**

**(1) Site is owned or will be owned by the applicant:**

- (A)** The applicant shall obtain marketable record title to the public library site, unless the public library site shall be secured through a lease or lease-purchase agreement.
- (B)** Applicants with multipurpose buildings shall obtain marketable record title only for those portions of the multipurpose project site for which Bond Act funds will be expended.

**(2) Lease and lease-purchase agreements**

If the public library site will be secured through a lease or lease-purchase agreement, the applicant shall provide the State Librarian with proof that the lessor holds marketable record title to the public library site and shall comply with the requirements of section 20440, Appendix 6, item 1. c.

**(3) Acquisition of a building**

If the applicant acquired or will acquire a building for the purpose of converting it into a public library, the applicant shall obtain marketable record title to the building.

**(4) Preliminary title report required**

Proof of current marketable record title shall be submitted with the Application Form, section 20440, Appendix 1. If the property is not yet owned by the applicant, the applicant shall obtain proof that marketable record title can be obtained. The proof of marketable record title shall include a preliminary title report which shall include, but not be limited to, the following, as applicable.

- (A)** Names and addresses of all owners and their respective interests.
- (B)** A description of the exact property being proposed.
- (C)** A statement of easements, appurtenances, encumbrances, and all other matters of record that might impact the use of the property.
- (D)** A plat plan or survey showing in detail the location of the property and any easements.

**(5) Title exceptions**

If there are exceptions to the marketable record title, the applicant's legal counsel shall prepare a written opinion indicating that the exceptions present do not diminish the use of the property for a public library building or in any way diminish or limit the State's interest in the property.

**(d) State's interest recorded in the title record**

**(1) State's interest in the land**

**(A) State's interest in the land required**

When State grant funds have been provided by the Board for acquisition of or credit for land, upon completion of the project the grant recipient shall record the State's interest in the land in the title record.

**(B) Statement to be added to land title**

The title record for land shall specify the State's interest by recording that the land shall be used to provide public library direct service for 40 years following the completion date of the project, as specified in Education Code section 19999.

**(2) State's interest in the public library building**

**(A) State's interest in the building required**

When Bond Act funds have been provided for acquisition, construction, or remodeling of a public library facility, upon completion of the project the grant recipient shall record the State's interest in the facility in the title record.

**(B) Statement to be added to the building title**

The title record for the building shall specify the State's interest by recording that the public library facility shall be used to provide public library direct service for 40 years following the completion date of the project, as specified in Education Code section 19999.

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**NOTE: Authority cited: Section 19992, Education Code. Reference: Sections 19989, and 19999, Education Code.**

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<b>SECTION 20440. GRANT APPLICATION REQUIREMENTS</b>
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**(a) Application for Bond Act grant funds**

- (1) For each application cycle, applicants shall submit:
  - (A) A completed Application Form found in section 20440, Appendix 1, and six additional copies of the form.
  - (B) One copy of each supporting document.
- (2) Applications submitted for each cycle, including supporting documents, are the property of the California State Library.
- (3) Applications shall be submitted by the application deadlines and sent to the mailing address specified in section 20442.

**(b) Supporting documentation instructions**

- (1) All supporting documentation shall be submitted with the Application Form.
- (2) Supporting documentation is required for all applications unless otherwise noted in the Bond Act regulations.
- (3) If an Executive Summary is specified in a required document, it shall be no longer than two single-spaced typed pages. Limit type size to no smaller than 11 point if using a computer, or 12 pitch (elite) if using a typewriter.

**(c) Supporting document submittals: site and building**

**(1) Boundary survey**

- (A) All applicants, except those with multipurpose projects, shall provide a boundary survey showing the metes and bounds of the proposed library site.
- (B) Applicants with multipurpose buildings shall provide a boundary survey for the entire multipurpose project site.
- (C) The survey shall be stamped and signed by a licensed land surveyor.

**(2) Geotechnical report**

Applicants with new construction or additions to existing public libraries or buildings to be converted to public libraries shall provide a copy of a geotechnical report performed by a licensed engineer.

**(3) CEQA documentation [See section 20438 (a)]**

#### **(4) Visual record of the existing library**

- (A)** Applicants who have existing public library buildings that will be replaced or improved shall provide photographs and/or video of the existing public library building as support documentation concerning the age and condition of the building. If a new library building will replace more than one existing library, applicants shall provide photographs and/or video of each library being replaced.
- (B)** An applicant proposing a co-located joint use project in partnership with a public school that has an existing library shall also provide photographs and/or video of each school library that will be replaced or improved.
- (C)** All photographs and videos shall be labeled with the name of the applicant and the project name.

#### **(5) Map and visual record of the site**

Applicants with new construction or additions to existing public libraries or buildings to be converted to public libraries shall provide photographs and/or video of the site and surrounding area as follows:

##### **(A) Visual record**

1. Show views facing toward the site from a minimum of two vantage points from outside the site, one of which shall be the building front entrance.
2. Show at least one view from each of the following directions from the vantage point of the middle of the site, facing out: north, south, east, and west.
3. All photographs and videos shall be labeled with the name of the applicant and the project name.

##### **(B) Map showing the site**

Provide one or more maps showing the location of the proposed library site in the community showing the following:

1. The service area of the proposed project,
2. All major thoroughfares,
3. All public K-12 schools and,
4. All major retail business centers.

#### **(6) Preliminary title report** [See section 20438 (c) (4)]

#### **(7) Legal opinion regarding title exceptions** [See section 20438 (c) (5)]

#### **(8) Site ownership, option to purchase, or possession of lease**

- (A)** If a site is owned by the applicant at the time of application, the applicant shall submit verification of ownership.



**(B)** If the library site is not owned by the applicant at the time of application, the applicant shall submit one of the following with the Application Form:

1. For a site that will be purchased, a copy of a legally executed option to purchase agreement for the site.
2. For a site that will be donated, a copy of a legally binding agreement to donate the site.
3. For a site that will be secured through a lease or lease-purchase agreement, a legally executed lease or lease-purchase agreement for the site that is in compliance with the conditions of section 20440, Appendix 6, and which may contain a provision making the lease agreement or lease-purchase agreement contingent upon funding of the project by the Board.

**(9) Building ownership (conversion projects)**

- (A)** If a building is owned by the applicant at the time of application, the applicant shall submit verification of ownership.
- (B)** If a building to be converted into a public library is not owned by the applicant at the time of application, the applicant shall submit a copy of a legally executed option to purchase agreement for the building.
- (C)** In the case of a building that will be donated, the applicant shall submit a copy of a legally binding agreement to donate the building.

**(10) Verification of property value**

Completed property appraisals shall be submitted with the Application Form. [See section 20436 (a).]

**(11) Parking shared use agreement** (if applicable) [See Application Form, Library Automobile Parking section]

**(12) Required studies for remodeling, conversion, and addition-remodeling projects only**

Applicants for remodeling, conversion, and addition-renovation projects shall submit the following with the Application Form:

- (A) Structural study** – A licensed engineer’s study that assesses the structural integrity of the existing building.
- (B) Hazardous materials** – A hazardous materials survey that determines the presence of hazardous materials in the building and provides an initial cost estimate for the safe removal or abatement of the materials. The building survey for hazardous materials shall be performed by a hazardous materials consultant as defined in section 20432 (f) (7).

**(C) Energy audit** – a study performed by a licensed engineer that assesses the existing facility’s energy efficiency and makes specific recommendations regarding how the facility can be made more energy efficient.

**(D) ADA study** – a study performed by an ADA consultant that assesses the existing facility’s limitations for its use by individuals with disabilities and makes specific recommendations regarding how the facility can be made physically accessible.

**(E) Project feasibility study** – performed by architects and engineers to determine the feasibility of utilizing a specific building for the proposed public library project.

**(13) First priority remodeling projects only: letter from the public school district superintendent** [See section 20434 (b) (1) (B) 1.]

**(14) First priority remodeling projects only: public school attendance area map** [See section 20434 (b) (1) (B) 2.]

**(d) Supporting document submittals: planning**

For the required supporting documents defined in Appendices 3-5, all components and elements listed in the Appendices are required, but need not be in the specific order listed in the Appendices and may appear in any of the planning documents.

**(1) Joint use projects only: cooperative agreement**

Along with the grant Application Form for a joint use project, all applicants for joint use project funding shall submit a copy of the cooperative agreement between the public library jurisdiction and the public school district(s) that shall include the elements listed in section 20440, Appendix 2.

**(2) Community Library Needs Assessment**

**(A)** All applicants shall submit a copy of a Community Library Needs Assessment that demonstrates the need for the specific project and describes its relationship to the overall public library jurisdiction.

**(B)** Joint use project applicants shall develop the Community Library Needs Assessment as a collaborative effort between both the public library and the public school district(s) and shall also consider and respond to the needs of both public library and school library clientele.

**(C)** The Community Library Needs Assessment shall have been completed or revised within five years of the application deadline.

**(D)** Community Library Needs Assessment components  
The Community Library Needs Assessment shall include, but not be limited to, the elements listed in section 20440, Appendix 3.

### **(3) Library Plan of Service**

- (A)** Applicants shall submit a Library Plan of Service that describes how the needs of the residents in the library service area, as identified in the Community Library Needs Assessment, will be met by the proposed project.
- (B)** The Library Plan of Service shall include the elements listed in section 20440, Appendix 4.

### **(4) Library Building Program**

- (A)** Applicants shall submit a Library Building Program that demonstrates how the Library Plan of Service will be implemented in the project.
- (B)** The Library Building Program shall contain the components listed in section 20440, Appendix 5.

### **(5) Conceptual plans submittal**

- (A)** All applicants shall submit conceptual plans on paper not less than 24"x36" prepared by an architect justifying the architectural and engineering projected construction cost estimate. The plans shall be submitted with the Application Form prior to the Board's application deadline.
- (B)** Applicants with multipurpose projects shall submit the required conceptual plans for both the total multipurpose project, as well as the library portion of the project.
- (C)** The conceptual plan submittal shall consist of the following:
  - 1. An area plan showing the library site in context with the surrounding neighborhood buildings, parking, public transit stops, and streets. The plans and documentation shall demonstrate that the architectural design for the project is compatible with the scale and character of the surrounding neighborhood.
  - 2. A site plan showing the library building, automobile and bicycle parking, access roads, bicycle and pedestrian pathways, and any anticipated future expansion of the building and parking. The site plan shall also indicate which direction is north.
  - 3. A floor plan (single line drawing) identifying by name the major programmed areas for the library, including non-assignable spaces. Each area shall show the assignable square footage called for in the library building program and the actual square footage allocated on the floor plan.
  - 4. Two sections through the building, one longitudinal and one latitudinal.
  - 5. Two elevations, with one elevation being the front of the library building.
  - 6. Outline specifications describing the type and quality of building systems, basic components, and components unique to the project. The specifications shall

contain references to any applicable sections of State statutes and State building codes.

**(e) Supporting document submittals: financial and certifications**

- (1) Projected construction cost estimate** [See section 20436 (b)]
- (2) Multipurpose projects: cost analysis** [See section 20436 (f) (3)]
- (3) Resolution certifying project budget, local funding commitment, supplemental funds, and public library operation**

The applicant's governing body shall certify the following by resolution and submit a copy of the resolution with the Application Form:

- (A)** A commitment to provide the local matching fund amount identified in the Library Project Budget, as required by Education Code section 19995 (a), including and identifying any amounts to be credited to local matching funds pursuant to section 19995 (c) and (d).
  - (B)** A commitment to provide supplemental funds necessary to complete the project at the level stated in the project budget [See section 20436 (e)].
  - (C)** The availability of the local matching and supplemental funds specified in the project budget when they are needed to meet cash flow requirements for the project.
  - (D)** The project budget contained in the Library Project Budget section of the Application Form.
  - (E)** The accuracy and truthfulness of all information submitted in the Application Form and the required supporting documents.
  - (F)** A commitment to operate the completed facility and provide public library direct service, unless the public library shall be operated in whole by a jurisdiction other than the applicant.
  - (G)** A commitment that the facility shall be dedicated to public library direct service use for a period of 40 years following completion of the project, regardless of any operating agreements the applicant may have with other jurisdictions or parties.
- (4) Operation of the facility involving a jurisdiction other than the applicant**  
If the completed public library will be operated by a jurisdiction other than the applicant, the applicant shall obtain from the operating jurisdiction a copy of a resolution of its governing body that certifies a commitment to operate the completed facility and provide public library direct service and submit the copy with the Application Form.

**(5) Private funds – availability deadline and account certification**

The applicant shall submit a copy of an account statement from the applicant's accounting system showing the amount of private funds designated in the Library Project Budget section of the Application Form. This account statement shall be submitted with the Application Form.

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**NOTE: Authority cited: Sections 19992 and 19994, Education Code. Reference: Sections 19988, 19989, 19993, 19996, 19997, 19998, and 19999, Education Code.**

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## APPLICATION FORM

### CALIFORNIA READING AND LITERACY IMPROVEMENT AND PUBLIC LIBRARY CONSTRUCTION AND RENOVATION BOND ACT OF 2000 FUNDS

**Administered by the California State Library, Office of Library Construction**

*The applicant local jurisdiction, pursuant to the Education Code, Title 1, Division 1, Part 11, Chapter 12, Articles 1-3, sections 19985-20011 and Title 5, Division 2, Chapter 3, sections 20430-20444 of the California Code of Regulations, hereby makes application for a state matching grant for the construction or remodeling of the public library facility described herein and in all supporting documents:*

#### APPLICATION FORM INSTRUCTIONS:

- *Limit comments throughout the entire form to the space provided unless otherwise stated.*
- *Single space responses, limiting type size to no smaller than 11 points if using a computer, or 12 pitch (elite) if a typewriter is used.*
- *Attachments shall not be accepted unless required by regulation or called for in the application form.*
- *Applicants shall submit a completed Application Form and six additional copies of the form.*

(See section 20440 for complete application submittal requirements)

### PROJECT IDENTIFICATION

1. Official Name of Project: ➤ \_\_\_\_\_

2. Type of Applicant Jurisdiction: ➤ (Check one only) City ☐ County ☐ City/County ☐ District ☐

3. Grant Applicant Name: ➤ \_\_\_\_\_

*Legal name of jurisdiction that will own building*

*(For multipurpose projects, list the legal name of the jurisdictions that will own the public library portion of the multipurpose building.)*

4. Authorized Official of the Applicant Jurisdiction: ➤ \_\_\_\_\_

*Mayor, Chairperson of Board of Supervisors, Head of Special District, authorized to sign the application*

Title: ➤ \_\_\_\_\_ Phone: ➤ \_\_\_\_\_ E-mail: ➤ \_\_\_\_\_

Address: ➤ \_\_\_\_\_

5. Project Coordinator: ➤ \_\_\_\_\_

*Name of individual who will have administrative control over the project for the applicant local jurisdiction*

Title: ➤ \_\_\_\_\_ Phone: ➤ \_\_\_\_\_ E-mail: ➤ \_\_\_\_\_

Address: ➤ \_\_\_\_\_

**6. Alternate Project Contact Person:** ♦ \_\_\_\_\_  
*If the project coordinator is unavailable, the contact person shall be authorized to act in the capacity of the project coordinator.*

Title: ♦ \_\_\_\_\_ Phone: ♦ \_\_\_\_\_ E-mail: ♦ \_\_\_\_\_

Address: ♦ \_\_\_\_\_  
\_\_\_\_\_

**7. Head of Planning Department:** ♦ \_\_\_\_\_  
*(For the applicant jurisdiction, if applicable. Special Districts are exempt.)*

Title: ♦ \_\_\_\_\_ Phone: ♦ \_\_\_\_\_ E-mail: ♦ \_\_\_\_\_

Address: ♦ \_\_\_\_\_  
\_\_\_\_\_

**8. Head of Public Works or General Services Department:** ♦ \_\_\_\_\_  
*If Applicable: Head of Public Works or General Services Department for the applicant jurisdiction. Special Districts are exempt.*

Title: ♦ \_\_\_\_\_ Phone: ♦ \_\_\_\_\_ E-mail: ♦ \_\_\_\_\_

Address: ♦ \_\_\_\_\_  
\_\_\_\_\_

**9. Operating Library Jurisdiction:** ♦ \_\_\_\_\_  
*Legal name of library that will operate the public library.*

**10. Library Director Name:** ♦ \_\_\_\_\_  
*Public library director for the library jurisdiction that will operate the public library.*

Title: ♦ \_\_\_\_\_ Phone: ♦ \_\_\_\_\_ E-mail: ♦ \_\_\_\_\_

Address: ♦ \_\_\_\_\_  
\_\_\_\_\_

**11. Alternate Library Contact Person:** ♦ \_\_\_\_\_  
*If the library director is unavailable, the contact person shall be authorized to act in the capacity of the library director.*

Title: ♦ \_\_\_\_\_ Phone: ♦ \_\_\_\_\_ E-mail: ♦ \_\_\_\_\_

Address: ♦ \_\_\_\_\_  
\_\_\_\_\_

**12. Library Building Program Consultant:** ♦ \_\_\_\_\_  
*(If applicable)*

Title: ♦ \_\_\_\_\_ Phone: ♦ \_\_\_\_\_ E-mail: ♦ \_\_\_\_\_

Address: ♦ \_\_\_\_\_  
\_\_\_\_\_

13. Technology Planning Consultant: ♦ \_\_\_\_\_  
(If applicable)

Title: ♦ \_\_\_\_\_ Phone: ♦ \_\_\_\_\_ E-mail: ♦ \_\_\_\_\_

Address: ♦ \_\_\_\_\_  
\_\_\_\_\_

14. Project Architect: ♦ \_\_\_\_\_ License# \_\_\_\_\_  
Providing construction budget estimate and/or conceptual plans.

Title: ♦ \_\_\_\_\_ Phone: ♦ \_\_\_\_\_ E-mail: ♦ \_\_\_\_\_

Address: ♦ \_\_\_\_\_  
\_\_\_\_\_

15. Project Manager: ♦ \_\_\_\_\_  
(If applicable)

Title: ♦ \_\_\_\_\_ Phone: ♦ \_\_\_\_\_ E-mail: ♦ \_\_\_\_\_

Address: ♦ \_\_\_\_\_  
\_\_\_\_\_

16. Construction Manager: ♦ \_\_\_\_\_  
(If applicable)

Title: ♦ \_\_\_\_\_ Phone: ♦ \_\_\_\_\_ E-mail: ♦ \_\_\_\_\_

Address: ♦ \_\_\_\_\_  
\_\_\_\_\_

17. Construction Cost Estimator: ♦ \_\_\_\_\_  
(If applicable)

Title: ♦ \_\_\_\_\_ Phone: ♦ \_\_\_\_\_ E-mail: ♦ \_\_\_\_\_

Address: ♦ \_\_\_\_\_  
\_\_\_\_\_

18. Hazardous Materials Consultant: ♦ \_\_\_\_\_  
(If applicable)

Title: ♦ \_\_\_\_\_ Phone: ♦ \_\_\_\_\_ E-mail: ♦ \_\_\_\_\_

Address: ♦ \_\_\_\_\_  
\_\_\_\_\_

19. Project Interior Designer: ♦ \_\_\_\_\_  
(If applicable)

Title: ♦ \_\_\_\_\_ Phone: ♦ \_\_\_\_\_ E-mail: ♦ \_\_\_\_\_

Address: ♦ \_\_\_\_\_  
\_\_\_\_\_



## TYPE OF PROJECT

### New Public Library Building

#### Gross Total Project Square Footage

1. Construction of a New Public Library Building ♦ \_\_\_\_\_ SF
2. Conversion of an Existing Building into a New Public Library Building ♦ \_\_\_\_\_ SF
3. Conversion and Expansion of an Existing Building into a New Public Library ♦ \_\_\_\_\_ SF  
(Include both new & remodeled square footage.)

<u>Gross Square Footage</u>	
Remodeling: _____	SF
Expansion: _____	SF

Priority:

☐ First Priority "Joint Use"

☐ Co-Location Joint Use

☐ Joint Venture Joint Use

☐ Computer Center

☐ Shared Electronic/Telecommunications

☐ Family Literacy Center

☐ Subject Specialty Center

☐ Homework Center

☐ Career Center

☐ Other similar collaborative library services with direct benefit to K-12 students

Specify: \_\_\_\_\_

☐ Second Priority "All Others"

### Existing Public Library Building

#### Gross Total Project Square Footage

4. Remodeling an Existing Public Library Building ♦ \_\_\_\_\_ SF
5. Remodeling and Expansion of an Existing Public Library Building ♦ \_\_\_\_\_ SF  
(Include both new & remodeled square footage.)

<u>Gross Square Footage</u>	
Remodeling: _____	SF
Expansion: _____	SF

☐ First Priority

A public library project in the attendance area of a public school that has inadequate infrastructure to support access to computers and other educational technology.

"Inadequate infrastructure" is defined as an incoming telecommunication connection to a school building of equal to or less than 512 thousand bits per second (512K bps).

Name of Public School: \_\_\_\_\_

☐ Second Priority "All Others"

### Field Act Applicability (Joint use projects only)

6. Is the project subject to the Field Act? Yes ☐ No ☐

## Multipurpose Buildings (Multipurpose Building Projects Only)

Is the project a Multipurpose Building? Yes ☐ No ☐

(A multipurpose building is a multi-occupant facility, part of which is a public library and part of which is used for other purposes.)

### Types of Multipurpose Building Uses & Square Footage Allocations

Space Use	SQ FT	%
-----------	-------	---

**1. Dedicated to Public Library Use**

(Including Public Library / School Library Use, if Joint Use Project)

\_\_\_\_\_ SF \_\_\_\_\_ %  
Line 1 SF divided by  
(Line 1 SF + Line 3 SF)

**2. Dedicated to "Other" Uses**

SQ FT

- A. Specify: \_\_\_\_\_ SF
- B. Specify: \_\_\_\_\_ SF
- C. Specify: \_\_\_\_\_ SF
- D. Specify: \_\_\_\_\_ SF
- E. Specify: \_\_\_\_\_ SF
- F. Specify: \_\_\_\_\_ SF
- G. Specify: \_\_\_\_\_ SF
- H. Specify: \_\_\_\_\_ SF

**3. Subtotal: Dedicated to "Other" Uses**

\_\_\_\_\_ SF \_\_\_\_\_ %  
Add Lines 2A SF thru 2H SF  
Line 3 SF divided by  
(Line 1 SF + Line 3 SF)

**4. Common Areas <sup>1</sup>**

**5. Subtotal: Total of Common Areas <sup>1</sup>**

\_\_\_\_\_ SF  
Must equal Line 6 SF + Line 7 SF

SQ FT

**6. Public Library Pro Rata Share of Common Areas<sup>1</sup>**

\_\_\_\_\_ SF  
Line 5 SF x  
% in Line 1

**7. "Other" Uses Pro Rata Share of Common Areas<sup>1</sup>**

\_\_\_\_\_ SF  
Line 5 SF x  
% in Line 3

**8. TOTAL MULTIPURPOSE BUILDING SQUARE FOOTAGE**

\_\_\_\_\_ SF  
Add Lines 1 SF, 3 SF, & 5 SF

**9. SF ATTRIBUTABLE TO PUBLIC LIBRARY USE**

\_\_\_\_\_ SF  
Line 1 SF + Line 6 SF

<sup>1</sup> "Common Areas" are those areas of a multi-occupant building that are shared by all occupants, such as lobbies, vestibules, mechanical rooms, restrooms, custodial areas, delivery, shipping and receiving areas, loading docks, kitchenettes, auditoriums, meeting rooms, conference rooms, and storage areas that are used by all parties of a multipurpose building.

# PROJECT PLANNING INFORMATION

## Population Growth

When providing the 1980, 2000, and 2020 population figures below, the applicant shall count only those residents:

- (a) Within the official boundaries of the applicant jurisdiction, and
- (b) Within the service area of the proposed project, but
- (c) Exclude all people living within the boundaries of other special district, county, or city public library service areas, for which there is no public library service contract with the applicant.

### **All Projects:**

1. **Public library project's service area 1980 population:** \_\_\_\_\_
2. **Source:** \_\_\_\_\_
3. **Population Percentage Change from 1980 to 2000:** \_\_\_\_\_ %
4. **Public library project's service area 2000 population:** \_\_\_\_\_
5. **Source:** \_\_\_\_\_
6. **Population Percentage Change from 2000 to 2020:** \_\_\_\_\_ %
7. **Public library project's service area 2020 population:** \_\_\_\_\_
8. **Source:** \_\_\_\_\_

### **Joint Use Projects (Both Co-location & Joint Venture Projects):**

9. **Project's public school attendance area(s) 1980 student population:** \_\_\_\_\_
10. **Source:** \_\_\_\_\_
11. **Population Percentage Change from 1980 to 2000:** \_\_\_\_\_ %
12. **Project's public school attendance area(s) 2000 student population:** \_\_\_\_\_
13. **Source:** \_\_\_\_\_
14. **Population Percentage Change from 2000 to 2020:** \_\_\_\_\_ %
15. **Project's public school attendance area(s) 2020 student population:** \_\_\_\_\_
16. **Source:** \_\_\_\_\_

## Existing Library Facility Square Footage

### ***Existing Public Library:***

1. The current gross square footage of the existing public library(s) being replaced is: ♦ \_\_\_\_\_ SF  
*If no existing public library facility, enter "0."*

### ***Existing School Library: (Co-located Projects Only)***

2. The current gross square footage of the existing school library(s) being replaced is: ♦ \_\_\_\_\_ SF  
*If no existing school library facility, enter "0."*

## Library Facilities Master Plan

Describe the relationship of the proposed project to other existing or planned library facilities for the jurisdiction.

## Age of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

### All Projects

1. When was the existing public library building(s) that will be replaced or improved built?

➡ \_\_\_\_\_ Year  
If no existing public library facility, enter "N/A"

If proposed project will replace more than one building, list the oldest of the buildings.

### Co-Located Joint Use Projects Only

In addition to the information listed above:

2. When was the existing school library building(s) that will be replaced or improved built?

➡ \_\_\_\_\_ Year  
If no existing school library facility, enter "N/A"

If proposed project will replace more than one building, list the oldest of the buildings.

## Condition of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

### All Projects

3. When was the most recent structural <sup>1</sup> renovation or expansion of the existing public library building(s) that is to be replaced or improved by the proposed project?

➡ \_\_\_\_\_ Year  
If no existing public library facility, enter "N/A"

If proposed project will replace more than one building, list the oldest of the buildings.

### Co-Located Projects Only

In addition to the information listed above:

4. When was the most recent structural <sup>1</sup> renovation or expansion of the existing school library building(s) that is to be replaced or improved by the proposed project?

➡ \_\_\_\_\_ Year  
If no existing school library facility, enter "N/A"

If proposed project will replace more than one building, list the oldest of the buildings.

<sup>1</sup> Pertaining to the load bearing elements of the building

# SITE INFORMATION

## Ownership and Availability

### Site

1. Is the library site currently owned by the applicant? ☐ Yes ☐ No
2. Will the library site be owned by the applicant? ☐ Yes ☐ No
3. Will the library site be leased by the applicant? ☐ Yes ☐ No
4. If the library site will be leased, provide the name of the owner: \_\_\_\_\_
5. Was the site acquired with funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998"?  
*[See Education Code section 19995 (c)]* ☐ Yes ☐ No
6. Is the site currently dedicated to the operation of a public library? ☐ Yes ☐ No

### Building *(For Conversion Projects Only)*

7. Is the building to be converted currently owned by the applicant? ☐ Yes ☐ No
8. Will the building be owned by the applicant? ☐ Yes ☐ No

## Title Considerations

### Site

9. Are there any exceptions to marketable record title? ☐ Yes ☐ No

### Building *(For Conversion Projects Only)*

10. Are there any exceptions to marketable record title? ☐ Yes ☐ No

## Appraisal

*(No appraisal is required if the value of the land or building will not be claimed as an eligible project cost or a local matching fund credit.)*

### Site

11. What is the appraised value of the library site?  
(or library portion of site, if multipurpose project) ♦ \$ \_\_\_\_\_
12. Does the appraiser have a State Certified General Real Estate Appraiser's License? ☐ Yes ☐ No

### Building *(For Conversion Projects Only)*

13. What is the appraised value of the building?  
(or library portion of building, if multipurpose project) ♦ \$ \_\_\_\_\_
14. Does the appraiser have a State Certified General Real Estate Appraiser's License? ☐ Yes ☐ No

## Site Use Potential

### ***Accessibility***

Describe the accessibility of the proposed site for the residents in the library service area:

#### **Equal Access**

Discuss the site's accessibility to all parts of the library service area and its location in relationship to the geographic center of the library service area. Discuss any natural and artificial barriers that may impede access to the site.

#### **Public Transit Access**

➡ Number of public transit stops located within ¼ mile of site: \_\_\_\_\_

If public transit is available in the library service area, describe the various public transit access opportunities for the site. If no public transit is available in the library service area, enter "No Public Transit Service."

### **Pedestrian & Bicycle Access**

Describe other access opportunities such as pedestrian walkways and bicycle paths. Discuss plans for amount and location of bicycle parking, including local ordinance requirements.

### **Automobile Access**

Describe the site's accessibility by automobile for residents of the library service area. Take into consideration traffic, traffic systems, and availability of curb cuts.

### Proximity to Major Thoroughfares

List the major arterial routes in the library service area with the most recent traffic counts (number of vehicles per day):

<u>Street Name</u>	<u>Number of Blocks from Site</u>	<u>Traffic Count</u>	<u>Count Date</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____



**Library Automobile Parking**

1. Number of library parking spaces available off street, on library site..... ➤ \_\_\_\_\_ spaces
2. Number of library parking spaces available off street, off library site..... ➤ \_\_\_\_\_ spaces  
(within 500 feet of front door)
3. Number of parking spaces available on street ..... ➤ \_\_\_\_\_ spaces  
(within 500 feet of front door)
4. Total Number of Spaces Available for Library Parking..... ➤ \_\_\_\_\_ spaces

**Zoning Requirements**

5. Number of on-site library parking spaces required by local zoning ..... ➤ \_\_\_\_\_ spaces
6. Was a zoning variance or waiver obtained for the project for parking?..... ➤ ☐ Yes ☐ No
7. If so, by how many spaces were the parking requirements reduced? ..... ➤ \_\_\_\_\_ spaces
8. Provide number of square feet per parking space as required by local zoning.. ➤ \_\_\_\_\_ SF
9. If no local zoning requirement, provide the average number of square feet per parking space used in the project calculations:..... ➤ \_\_\_\_\_ SF

**Automobile Parking to Building Square Footage Ratio**

10. Calculate: 
$$\frac{\text{\# of Square Feet of Parking}}{\text{\# of Square Feet of Building}} = \frac{\text{_____ SF}}{\text{_____ SF}} = \text{_____ SF of Parking / 1 SF of Building}$$

**Example:** 
$$\frac{\text{\# of Square Feet of Parking}}{\text{\# of Square Feet of Building}} = \frac{15,000 \text{ SF}}{10,000 \text{ SF}} = 1.5 \text{ SF of Parking / 1 SF of Building}$$

**Library Bicycle Parking**

11. Total Number of Spaces Available for on-site Library Bicycle Parking..... ➤ \_\_\_\_\_ spaces

### ***Parking Rationale***

Describe the rationale behind the amount of parking that will be available for the project, including: (1) the location of the automobile parking (on-site or off-site), both within and beyond 500 feet of the library entrance; (2) local zoning requirements; (3) the availability of public transportation; (4) bicycle parking and bicycle and pedestrian paths; and (5) any other considerations impacting automobile parking requirements including, but not limited to, parking partnerships with shared use agreements.

### ***Visibility***

Describe how visible and prominent the public library building will be within the library service area.

## ***Community Context & Planning***

Describe the proximity of the proposed site to other facilities and areas of the community, and how that proximity enhances the use of the library by the residents in the library service area. Describe the appropriateness of the proposed site including whether the proposed library project will contribute to the establishment, redevelopment, or revitalization of a community or downtown core, business district, or neighborhood. Describe how the proposed library is connected to other uses, including public use facilities, by a full range of transportation and pedestrian options.

## ***Site Selection Process***

Describe the site selection process including community and planning department involvement, consultant assistance, as well as any other pertinent activities associated with determining the best site for the library project.

### ***Site Selection Summary***

Describe why the proposed site was selected and why it is the best available location for the proposed public library project. If there are problems with the proposed site, are there mitigating circumstances that lessen the negative impact of the problem or problems? Describe any proposed design solutions that may moderate the site's drawbacks.

## Site Description

### Size

The total square footage of the library site should equal the square footage shown in 1 through 8 below:

**All Projects** (Except Multipurpose Buildings)

**Square Footage**

- |  |                 |
|--|-----------------|
| 1. Proposed Library Building Footprint <sup>1</sup>          | _____ SF        |
| 2. Proposed Library Surface Parking Lot                      | _____ SF        |
| 3. Proposed Library Parking Structure Footprint <sup>1</sup> | _____ SF        |
| 4. Future Library Building Expansion Footprint <sup>1</sup>  | _____ SF        |
| 5. Future Library Parking Expansion                          | _____ SF        |
| 6. Required Local Zoning Set-Backs                           | _____ SF        |
| 7. Desired Aesthetic Set-Backs & Amenities                   | _____ SF        |
| 8. Miscellaneous & Unusable Space                            | _____ SF        |
| <b>9. Total Square Footage of Library Project Site</b>       | <b>_____ SF</b> |
| 10. Proposed Under-Building Parking                          | _____ SF        |

<sup>1</sup> "Footprint" means the square footage of surface area of the site that a building or structure occupies. For example, a single story 10,000 square foot building would have a 10,000 square foot footprint, but a two-story 10,000 square foot building with 5,000 square feet on each level would have a footprint of 5,000 square feet.

### **Multipurpose Building Projects Only**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Library<sup>2</sup></b>	<b>Library Portion</b>	<b>Other<sup>3</sup></b>	<b>Other<sup>3</sup></b>
	<b>Dedicated</b>	<b>of Common</b>	<b>Common</b>	<b>Dedicated</b>
	<b><u>SQ FT</u></b>	<b><u>SQ FT</u></b>	<b><u>SQ FT</u></b>	<b><u>SQ FT</u></b>
1. Proposed Building	_____	_____	_____	_____
2. Proposed Surface Parking Lot	_____	_____	_____	_____
3. Proposed Parking Structure	_____	_____	_____	_____
4. Future Building Expansion	_____	_____	_____	_____
5. Future Parking Expansion	_____	_____	_____	_____
6. Required Local Zoning Set-Backs	_____	_____	_____	_____
7. Desired Aesthetic Set-Backs & Amenities	_____	_____	_____	_____
8. Miscellaneous & Unusable Space	_____	_____	_____	_____
<b>9. Total Square Footage of Multipurpose Project Site</b>	<b>_____</b>	<b>_____</b>	<b>_____</b>	<b>_____</b>
10. Proposed Under-Building Parking	_____	_____	_____	_____

<sup>2</sup> Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).

<sup>3</sup> "Other" uses means any other space that does not provide for the delivery and support of public library direct services.

## ***Zoning***

### **Classification**

1. What is the current zoning classification of the site? ♦ \_\_\_\_\_
2. Will the site have to be rezoned to build the project? Yes ☐ No ☐

### **Variance or Waiver**

3. Will a zoning variance or waiver be needed to build the project? Yes ☐ No ☐
4. If so, list the date the variance or waiver has been or will be granted? ♦ \_\_\_\_\_  
(Date)

## ***Permits & Fees***

### **Permit & Fees Identification**

Provide a list of any site permits or fees that have been or will need to be obtained:

<u>Permit or Fee</u>	<u>Cost of Permit or Fee</u>	<u>Date Obtained or will be Obtained</u>
5. _____	\$ _____	_____
6. _____	\$ _____	_____
7. _____	\$ _____	_____
8. _____	\$ _____	_____

## ***Drainage***

9. Is the site in the 100-Year Flood Plain? Yes ☐ No ☐
10. Do any watercourses that require control drain onto the site? Yes ☐ No ☐
11. Do any watercourses that require control drain off the site? Yes ☐ No ☐
12. Is the storm sewer system currently adequate to prevent localized flooding of the site? Yes ☐ No ☐

Describe any necessary mitigation measures regarding drainage.

## ***California Environmental Quality Act (CEQA)***

### **CEQA Litigation**

Are there any unresolved legal actions pending against the project regarding CEQA compliance? If so, provide the case name, court number, and a brief explanation.

## ***Energy Conservation***

Describe what measures (include building design, solar orientation, materials, mechanical systems, natural ambient lighting, etc.) are planned to reduce energy consumption and operating costs for the library.

## ***Historic Buildings***

### **Historic Status**

1. Was the existing building, if it is being renovated or expanded as part of the project, or any buildings on adjacent properties, built longer than 50 years ago?

Yes ☐ No ☐

Is the existing library building project, or any buildings on adjacent properties:

2. On the National Register of Historic Places?

Yes ☐ No ☐

3. A National Historic Landmark?

Yes ☐ No ☐

4. A National Monument?

Yes ☐ No ☐

5. On County or Municipal Historic Designation list?

Yes ☐ No ☐

6. On the California Register of Historical Resources list?

Yes ☐ No ☐

7. A California Historical Landmark?

Yes ☐ No ☐

8. A State Point of Historical Interest?

Yes ☐ No ☐

### **Federal Compliance**

9. Will this project utilize Federal funds or require a permit or license from a Federal Agency?

Yes ☐ No ☐

10. If yes, has the review process required by section 106 of the National Historic Preservation Act been completed?

Yes ☐ No ☐

If not, please explain.



**State Historic Preservation Office (SHPO)**

1. Has the State Historic Preservation Office been contacted regarding the project? Yes ☐ No ☐

If yes, summarize any comments received from SHPO. Does the project meet the Secretary of the Interior's Standards for the Treatment of Historic Properties? Please explain.

**Local Historic Preservation Ordinance**

2. Is there a local historic preservation ordinance that applies to the proposed project site or any adjacent properties? Yes ☐ No ☐

If yes, briefly specify any applicable requirements or restrictions, such as height limits, etc. Further, describe any ways that the proposed project's conceptual design plans are not substantially in compliance with the local historic preservation ordinance.

### ***Geotechnical Report***

Identify and summarize any special geologic conditions, including, but not limited to, compressible and expansive soils, tunnels and mine shafts, unstable slopes, active seismic zones, excessive ground water and areas prone to liquefaction. Indicate if these conditions will prevent the use or significantly increase the cost of developing the site for a public library building.

### ***Demolition***

Describe any necessary demolition of structures and the associated costs involved with the site.  
(If no demolition, indicate by "N/A")

<u>Structure(s) to be Demolished</u>	<u>Demolition Cost Estimate</u>
1. _____	♦ \$ _____
2. _____	♦ \$ _____
3. _____	♦ \$ _____
4. _____	♦ \$ _____
5. _____	♦ \$ _____
6. _____	♦ \$ _____
Total Demolition:	♦ \$ _____

## Utilities

Describe availability of utilities and associated costs if any utilities are not currently located within 100 feet of a property line of the site.

Utility	Availability	Cost to bring Service to Site (Ineligible)
1. Electricity	Yes <input type="checkbox"/> No <input type="checkbox"/>	♦ \$ _____
2. Fiber Optic Cable	Yes <input type="checkbox"/> No <input type="checkbox"/>	♦ \$ _____
3. Telephone	Yes <input type="checkbox"/> No <input type="checkbox"/>	♦ \$ _____
4. Gas	Yes <input type="checkbox"/> No <input type="checkbox"/>	♦ \$ _____
5. Cable TV	Yes <input type="checkbox"/> No <input type="checkbox"/>	♦ \$ _____
6. Storm Sewer	Yes <input type="checkbox"/> No <input type="checkbox"/>	♦ \$ _____
7. Sanitary Sewer	Yes <input type="checkbox"/> No <input type="checkbox"/>	♦ \$ _____
8. Water	Yes <input type="checkbox"/> No <input type="checkbox"/>	♦ \$ _____

## Site Development

(All off-site costs beyond 100 foot utility tie-ins are local ineligible expenses, but shall be identified and included in the budget estimate under ineligible site development costs.)

Site Development Costs	Eligible	Ineligible
1. Utilities .....	♦ \$ _____	♦ \$ _____
2. Cut, Fill & Rough Grading .....	♦ \$ _____	♦ \$ _____
3. Special Foundation Support (pilings, etc.).....	♦ \$ _____	♦ \$ _____
4. Paving, curbs, gutters & sidewalks .....	♦ \$ _____	♦ \$ _____
5. Retaining Walls .....	♦ \$ _____	♦ \$ _____
6. Landscaping .....	♦ \$ _____	♦ \$ _____
7. Signage .....	♦ \$ _____	♦ \$ _____
8. Lighting .....	♦ \$ _____	♦ \$ _____
9. Removal of underground tanks .....	♦ \$ _____	♦ \$ _____
10. Removal of toxic materials .....	♦ \$ _____	♦ \$ _____
11. Rock removal .....	♦ \$ _____	♦ \$ _____
12. Traffic signals .....	♦ \$ _____	♦ \$ _____
Other (Specify):		
13. _____ .....	♦ \$ _____	♦ \$ _____
14. _____ .....	♦ \$ _____	♦ \$ _____
15. TOTAL SITE DEVELOPMENT COSTS .....	♦ \$ _____	♦ \$ _____

# FINANCIAL INFORMATION

## Normal Public Construction Costs in the Applicant's Area

*For projects with new construction only (i.e., constructing a totally new library building or the expansion to an existing building)*

### Construction Cost Index Approach:

To justify the eligible projected construction cost estimate for new construction, applicants shall complete the following:

1) January 2002 current costs per square foot:

- A. For new facilities: \$202/SF  
B. For square footage added to an existing building, i.e. "expansions": \$238/SF

*Multiply the appropriate County Locality Adjustment Factor (2B) by the appropriate new cost per square foot figure (2C) (See section 20436 (c) (1) to obtain the "Locally Adjusted Construction Cost per Square Foot" figure (2D):*

2) A. County: \_\_\_\_\_ B. Adjustment Factor: \_\_\_\_\_ X C. New Cost/SF: \$ \_\_\_\_\_/SF = D. \$ \_\_\_\_\_/SF  
*Name of Project County (Select: 1A or 1B)*

[Example: Solano 1.07 X \$202/SF = \$216/SF]

3) A. Locally Adjusted Construction Cost Per Square Foot: \$ \_\_\_\_\_ / SF  
(Re-enter Line 2D)

The "Locally Adjusted Construction Cost per Square Foot" (3A) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

*Multiply the number of months (4A) times .002 (1/5%) to get an inflation factor (4B). Multiply the inflation factor (4B) times the "Locally Adjusted Construction Cost per Square Foot" figure (4C) to get an "Additional Cost per Square Foot" figure (4D):*

4) A. of Months: \_\_\_\_\_ X .002 = B. Factor: \_\_\_\_\_ X C. Construction \$/SF: \$ \_\_\_\_\_/SF = D. \$ \_\_\_\_\_/SF  
*(1/5%) (Re-enter 3A)*

[Example: 14 X .002 = .028 X \$216/SF = \$6/SF]

*Add the resulting "Additional Cost per Square Foot" figure (5A) to the "Locally Adjusted Construction Cost per Square Foot" figure (5B) to get the "Eligible Projected Construction Cost per Square Foot" figure (5C):*

5) A. Cost/SF: \$ \_\_\_\_\_/SF + B. Construction \$/SF: \$ \_\_\_\_\_/SF = C. Construction \$/SF: \$ \_\_\_\_\_/SF  
*(Re-enter 4D) (Re-enter 4C)*

[Example: \$6/SF + \$216/SF = \$222/SF]

The total "Eligible Projected Construction Cost" for the project is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (5C) by the total number of square feet of new construction:

6) The Eligible Projected Construction \$/SF: \$ \_\_\_\_\_/SF  
Multiplied By (Re-enter 5C)

7) The Square Footage of New Construction: \_\_\_\_\_ SF  
Equals

8) The Eligible Projected Construction Cost: \$ \_\_\_\_\_

If the projected construction cost estimated by the project architect is lower than the figure in Line 8, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

9) Eligible Contingency: (10% of Line 8) \$ \_\_\_\_\_

## Comparable Public Construction Approach:

As an alternate to the Construction Cost Index approach to estimating normal construction costs in the applicant's area, the applicant may employ a local public construction cost comparison approach to calculate the Eligible Projected Construction Cost figure. [See section 20436 (c)(3)] List a minimum of three comparable public construction projects that have been bid within the applicant's County within three years of the Board's deadline for application.

Comparable public construction projects are public libraries, community colleges, post offices, museums, courthouses, city halls, auditoriums, convention centers, civic centers, senior citizen centers, public schools, and recreation centers.

The costs listed shall be for construction of the building only and exclusive of any site acquisition, demolition, development, utilities, or landscaping; surface and under building parking; works of art; shelving; furniture; built-in service desks, counters, workstations, or other casework; movable equipment; or architectural and engineering fees.

<u>Project</u>	<u>Date Bid</u>	<u>Construction Cost/SF</u>	<u>Example:</u>
A. _____	_____	\$ _____/SF	\$230/SF
B. _____	_____	\$ _____/SF	\$210/SF
C. _____	_____	\$ _____/SF	\$220/SF
D. _____	_____	\$ _____/SF	
E. TOTAL		\$ _____/SF	\$660/SF

### 10) Locally Determined Comparable Cost Per Square Foot (\$/SF):

\_\_\_\_\_ Divided by \_\_\_\_\_ = \$ \_\_\_\_\_/SF  
 Re-enter Line E # of Projects Locally Determined Comparable Cost per Square Foot

Example: \$660/SF Divided by 3 = \$220/SF

The "Locally Determined Comparable Cost per Square Foot" (10) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of months (11A) times .002 (1/5%) to get an inflation factor (11B). Multiply the inflation factor (11B) times the "Locally Determined Comparable Cost per Square Foot" figure (11C) to get the "Additional Cost per Square Foot" figure (11D):

11) A. Number of Months: \_\_\_\_\_ X .002 = B. Inflation Factor: \_\_\_\_\_ X C. Locally Determined Comparable \$/SF: \$ \_\_\_\_\_/SF = D. \$ \_\_\_\_\_/SF  
 (1/5%) (Re-enter 10)

Example: 14 X .002 = .028 X \$220/SF = \$6/SF

Adding the resulting "Additional Cost per Square Foot" figure (12A) to the "Locally Determined Construction Cost per Square Foot" figure (12B) gives the "Eligible Projected Construction Cost per Square Foot" figure (12C):

12) A. Additional Cost/SF: \$ \_\_\_\_\_/SF + B. Locally Determined Construction \$/SF: \$ \_\_\_\_\_/SF = C. Eligible Projected Construction \$/SF: \$ \_\_\_\_\_/SF  
 (Re-enter 11D) (Re-enter 11C)

Example: \$6/SF + \$220/SF = \$226/SF

The "Eligible Projected Construction Cost" is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (12C) times the square footage of new construction:

13) The Eligible Projected Construction \$/SF: \$ \_\_\_\_\_/SF  
 Multiplied By (Re-enter 12C)

14) The Square Footage of New Construction: \_\_\_\_\_ SF  
 Equals

15) The Eligible Projected Construction Cost: \$ \_\_\_\_\_

If the projected construction cost estimated by the project architect is lower than the figure in Line 15, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

16) Eligible Contingency: (10% of Line 15) \$ \_\_\_\_\_

**Library Project Budget** (All projects except Multipurpose Projects)

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank provided.

<b>Line Items:</b>	<b><u>Eligible</u></b>	<b><u>Ineligible</u></b>
1) New Construction .....	\$ _____	\$ _____
2) Remodeling Construction .....	\$ _____	\$ _____
3) Contingency .....	\$ _____	\$ _____
4) Appraised Value of Building .....	\$ _____	\$ _____
5) Appraised Value of Land .....	\$ _____	\$ _____
6) Site Development .....	\$ _____	\$ _____
7) Site Demolition .....	\$ _____	\$ _____
8) Site Permits & Fees .....	\$ _____	\$ _____
9) Site Option to Purchase Agreement .....	\$ _____	\$ _____
10) Furnishings & Equipment Costs .....	\$ _____	\$ _____
11) Signage .....	\$ _____	\$ _____
12) Architectural & Engineering Fees .....	\$ _____	\$ _____
13) Construction Cost Estimator Fees .....	\$ _____	\$ _____
14) Interior Designer Fees .....	\$ _____	\$ _____
15) Geotechnical/Geohazard Reports .....	\$ _____	\$ _____
16) Hazardous Materials Consultant Fees .....	\$ _____	\$ _____
17) Energy Audit, Structural Engineering, Feasibility & ADA Studies .....	\$ _____	\$ _____
18) Library Consultant Fee .....	\$ _____	\$ _____
19) Construction/Project Management .....	\$ _____	\$ _____
20) Other Professional Fees .....	\$ _____	\$ _____
21) Local Project Administration Costs .....	\$ _____	\$ _____
22) Works of Art .....	\$ _____	\$ _____
23) Relocation Costs & Moving Costs .....	\$ _____	\$ _____
24) Acquisition of Library Materials .....	\$ _____	\$ _____
25) Other (Specify): _____	\$ _____	\$ _____
26) Other (Specify): _____	\$ _____	\$ _____
27) Other (Specify): _____	\$ _____	\$ _____
28) <b>TOTAL PROJECT COSTS:</b> .....	\$ _____	\$ _____

**Sources of Project Revenue** (All projects except Multipurpose Projects)

29) State Matching Funds (65% of Line 28<sup>1</sup> Eligible Costs) ..... \$ \_\_\_\_\_

30) Local Matching Funds (Line 28 Eligible Costs minus Line 29)..... \$ \_\_\_\_\_  
*[Must also equal the total of Lines 31 – 35]*

**Sources of Local Matching Funds:**

31) City..... \$ \_\_\_\_\_

32) County..... \$ \_\_\_\_\_

33) Special District..... \$ \_\_\_\_\_

34) Private..... \$ \_\_\_\_\_

35) Other (Specify: \_\_\_\_\_)..... \$ \_\_\_\_\_

36) Local Credits [Land<sup>2</sup> and A&E Fees] ..... \$ \_\_\_\_\_

37) Adjusted Local Match [Line 30 minus Line 36] ..... \$ \_\_\_\_\_

38) Supplemental Local Funds [Same as Line 28 Ineligible] ..... \$ \_\_\_\_\_

**39) TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38] ..... \$ \_\_\_\_\_

<sup>1</sup> Up to a maximum of \$20,000,000

<sup>2</sup> Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

**Projected Library Operating Budget**

(New Public Libraries, including Conversion Projects except Multipurpose Projects)

<b>EXPENDITURES</b>	<b>INITIAL START-UP EXPENSES</b>	<b>ANNUAL EXPENSES</b>
<b>1. Salaries/Benefits</b>	\$ _____	\$ _____
<b>2. Facilities Costs</b>	\$ _____	\$ _____
Insurance		
Maintenance (Including Custodial, Trash, Landscaping, etc.)		
Security		
Utilities		
Other (Specify): _____		
<b>3. Equipment &amp; Supplies Costs</b>	\$ _____	\$ _____
Equipment		
Supplies		
<b>4. Materials</b>	\$ _____	\$ _____
Books, AV, Magazines, & Newspapers		
Electronic Services & Subscriptions		
Other Formats		
<b>5. Other Allocations</b> (As applicable to the proposed project)	\$ _____	\$ _____
Administrative/Business Office		
Branch Operations		
Circulation Services		
Facilities & Capital Coordination		
Program Planning		
Technical Services		
Other (Specify): _____		
<b>6. Miscellaneous (Other)</b>	\$ _____	\$ _____
<b>7. TOTAL EXPENDITURES:</b>	\$ _____	\$ _____

**Multipurpose Project Budget (With Library Project Budget)** *(Multipurpose Projects Only)*  
 If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank space provided.

Line Items:	A Library <sup>1</sup> Dedicated Eligible	B Library Portion of Common Eligible	C Library Total Eligible	D Library Total Ineligible	E Other <sup>2</sup> Total Ineligible
1. New Construction	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. Remodeling Construction	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3. Contingency	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4. Appraised Value of Building	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5. Appraised Value of Land	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6. Site Development	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
7. Site Demolition	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
8. Site Permits & Fees	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
9. Site Option Agreement	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
10. Furnishings & Equipment Costs	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
11. Signage	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
12. Architectural & Engineering Fees	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
13. Construction Cost Estimator Fees	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
14. Interior Designer Fees	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
15. Geotechnical/Geohazard Reports	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
16. Hazardous Materials Consultant Fees	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
17. Energy Audit, Structural, ADA, & Engineering Feasibility Studies	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
18. Library Consultant Fees	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
19. Construction/Project Management	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
20. Other Professional Fees	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
21. Local Project Administration Costs	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
22. Works of Art	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
23. Relocation Costs & Moving Costs	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
24. Acquisition of Library Materials	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
25. Other (Specify): _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>26. Total Project Costs:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

<sup>1</sup> Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).

<sup>2</sup> "Other" uses means any other space that does not provide for the delivery and support of public library direct services.



**Sources of Multipurpose Project Revenue (Multipurpose Projects Only)**27. State Matching Funds (65% of Line 26 Total Eligible Costs<sup>1</sup>) ..... \$ \_\_\_\_\_

28. Local Matching Funds..... \$ \_\_\_\_\_

*[Column C, Line 26 minus Line 27. Must also equal the total of Lines 29 – 33]***Sources of Local Matching Funds:**

29. City..... \$ \_\_\_\_\_

30. County..... \$ \_\_\_\_\_

31. Special District ..... \$ \_\_\_\_\_

32. Private ..... \$ \_\_\_\_\_

33. Other (Specify: \_\_\_\_\_) ..... \$ \_\_\_\_\_

34. Local Credits (Land<sup>2</sup> and A&E Fees) ..... \$ \_\_\_\_\_

35. Adjusted Local Match (Line 28 minus Line 34) ..... \$ \_\_\_\_\_

36. Supplemental Local Funds..... \$ \_\_\_\_\_  
(Same as Line 26 Library (D) and Other (E) Total Ineligible)37. **TOTAL PROJECT INCOME** [Add Lines 27, 28 and 36] ..... \$ \_\_\_\_\_<sup>1</sup> Up to a maximum of \$20,000,000<sup>2</sup> Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]**Projected Library Operating Budget (Multipurpose New Construction and Conversion Projects Only)**

<b>EXPENDITURES</b>	<b>INITIAL START-UP EXPENSES</b>	<b>ANNUAL EXPENSES</b>
1. Salaries/Benefits	\$ _____	\$ _____
2. Facilities Costs	\$ _____	\$ _____
Insurance		
Maintenance (Including Custodial, Trash, Landscaping, etc.)		
Security		
Utilities		
Other (Specify): _____		
3. Equipment & Supplies Costs	\$ _____	\$ _____
Equipment		
Supplies		
4. Materials	\$ _____	\$ _____
Books, AV, Magazines, & Newspapers		
Electronic Services & Subscriptions		
Other Formats		
5. Other Allocations (As applicable to the proposed project)	\$ _____	\$ _____
Administrative/Business Office		
Branch Operations		
Circulation Services		
Facilities & Capital Coordination		
Program Planning		
Technical Services		
Other (Specify): _____		
6. Miscellaneous (Other)	\$ _____	\$ _____
7. TOTAL EXPENDITURES:	\$ _____	\$ _____

### ***Financial Capacity (New Construction and Conversion Projects Only)***

Applicants with new public library projects shall describe their financial capacity to open and maintain operation of the proposed library including anticipated revenue sources for library operations support.

## **PROJECT TIMETABLE**

**Provide the timetable for the proposed project.**

Show estimated dates of completion for future activities, as well as actual dates for activities already completed.

<b><u>ACTIVITY</u></b>	<b><u>DATE</u></b>
1. Planning and Land Use Permits Obtained (If Applicable)	▶ _____
2. Site Acquired (Obtain Possession by Purchase, Donation or Lease)	▶ _____
3. Schematic Plans Completion	▶ _____
4. Design Development Plans Completion	▶ _____
5. Working Drawings (90%) Completion	▶ _____
6. Construction Documents Completion	▶ _____
7. Project Advertised for Bids	▶ _____
8. Start of Construction	▶ _____
9. Estimated Mid-Point of Construction	▶ _____
10. Completion of Construction	▶ _____
11. Opening of Library Building to the Public	▶ _____
12. Final Fiscal & Program Compliance Review Completed	▶ _____

# APPLICATION CERTIFICATION

## SIGNATURES

The parties below attest to and certify the accuracy and truthfulness of the application for California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 funds. If the application is successful, the applicant agrees to execute the project on the basis of the application data provided herein including all supporting documents.

### AUTHORIZED OFFICIAL OF THE APPLICANT JURISDICTION

Signature of Mayor, Chairperson of Board of Supervisors, or Head of District, authorized to make application for the local jurisdiction.

➤ _____ Signature	➤ _____ Date
➤ _____ Name (type)	➤ _____ Title (type)

### LIBRARY DIRECTOR OF THE OPERATING LIBRARY JURISDICTION

I hereby affirm that the library jurisdiction, for which I am the administrative agent, approves of the application and will operate the facility as a public library after its completion.

➤ _____ Signature	➤ _____ Date
➤ _____ Name (type)	➤ _____ Title (type)

- ☐ ***SUBMIT COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTS ACCORDING TO INSTRUCTIONS IN SECTION 20440***
- ☐ ***MAIL APPLICATION AND SUPPORTING DOCUMENTS TO:***

***Bond Act Fiscal Officer  
Office of Library Construction  
1029 J Street, Suite 400  
Sacramento, CA 95814-2825***

## ***Section 20440: Appendix 2***

### ***Required Elements for Joint Use Cooperative Agreements***

As required in section 20440 (d) (1), applicants with joint use projects shall submit a copy of the cooperative agreement between the public library and the public school district(s) that includes the following elements:

1. A definition of the roles and responsibilities of each party with respect to funding, staffing, supervision, operation, management, and others as applicable.
2. A description of the joint library services and how they will be provided.
3. The library hours of service for the public and for students.
4. The number and classifications of staff members.
5. The use of volunteers, if any.
6. Identification of the location of the proposed joint use project.
7. Ownership of the site, facility, furnishings, equipment, and library materials.
8. All sources and uses of funding.
9. Responsibility for facility operation, maintenance, and management.
10. Review and modification process for the conditions of the agreement.
11. Field Act applicability to the project:
  - a. A statement that the project will or will not be subject to the Field Act.
  - b. The rationale for the determination regarding the Field Act applicability.
12. A 20-year commitment to providing joint use library services consistent with the intent of the cooperative agreement.
13. Acknowledgment and incorporation of Education Code section 19999 and section 20440 (e) (3) (G) of these regulations which requires the provision of public library direct services for 40 years.

## ***Section 20440: Appendix 3***

### ***Community Library Needs Assessment Components***

As required in section 20440 (d) (2), all applicants shall submit a copy of a Community Library Needs Assessment that demonstrates the need for the project and describes its relationship to the overall public library jurisdiction. The needs assessment shall include, but is not limited to, the following components:

1. Table of Contents giving page numbers for each division and each required Executive Summary.
2. Overall Executive Summary for the Community Library Needs Assessment, not to exceed two, single-spaced typed pages. Limit type size to no smaller than 11 point if using a computer, or 12 pitch (elite) if using a typewriter.
  - a. The Executive Summary shall provide a narrative overview of the findings of the Community Library Needs Assessment, citing relevant community demographic information.
  - b. The Executive Summary for joint use projects shall also include a description of the K-12 student population that will be served by the joint use project and their needs.
3. Needs assessment methodology
  - a. Applicants shall provide an Executive Summary of the needs assessment methodology not to exceed two, single-spaced typed pages. Limit type size to no smaller than 11 point if using a computer, or 12 pitch (elite) if using a typewriter.
  - b. Applicants shall describe how they involved residents, community organizations, special interest groups, special populations including those with disabilities, local agencies, and others, as applicable, in determining the needs of the residents of the library service area and the need for a new or improved facility.
  - c. Applicants with joint use projects shall also describe how the school and/or school district was involved in planning the joint use facility and services and include a description of the involvement of the following school representatives, as applicable: superintendents, principals, school board members, teachers, certified library media teachers, parents, students, and any school support organizations.
  - d. Applicants shall describe methods used to elicit community input, such as surveys, focus groups, community meetings, and other methods used.

#### 4. Community Analysis with Executive Summary

Applicants shall describe and analyze relevant factors that affect the library goals, objectives, and Library Plan of Service for the residents in the project service area. Factors include, but are not limited to, the following:

##### a. Governmental agencies

Identify governmental agencies that will have an influence on the planning of the facility and describe the nature of the relationship. Identify key individuals in the government agencies and describe their roles in the project.

##### b. School agencies

Identify public and private schools within the district that will be served by the proposed project and their service needs, including whether or not a school library exists.

##### c. Community organizations

Identify community organizations that will be served by the proposed project, and describe their service needs.

##### d. Demography

Applicants shall obtain the following demographic information from federal, state, or regional sources, and identify the source.

###### (1) Population characteristics

Describe the service area population, including, but not limited to, its current size, projected growth, and demographic characteristics to the extent such information is available for the project service area.

###### (2) Data not available for the specific project service area

If the information is unavailable for the project service area, the applicant may utilize the demographic information for local jurisdictions in which the project is located.

###### (3) Demographic data and analysis

Include the following data for the project service area and an analysis of the data:

- The average California Academic Performance Index (API) for public schools in the library service area.
- Poverty rate.
- Per capita income.
- Literacy rate.
- Unemployment rate.
- Population composition by age.
- Population by occupation.

- Median property value.
- Population by educational level.
- Others (optional).

This information shall be compared to the norm for the state and nation, to the extent such information is available.

Applicants shall include an Executive Summary of the overall findings of the community analysis. The Executive Summary shall not exceed two, single-spaced typed pages. Limit type size to no smaller than 11 point if using a computer, or 12 pitch (elite) if using a typewriter.

5. Analysis and discussion of community characteristics.
6. Analysis of library service needs with Executive Summary.

Applicants shall provide an in-depth analysis of the library service needs based on the findings of the Community Library Needs Assessment.

Applicants shall include an Executive Summary describing how the demographic characteristics, and any other factors, will affect the Library Plan of Service. The Executive Summary shall not exceed two, single-spaced typed pages. Limit type size to no smaller than 11 point if using a computer, or 12 pitch (elite) if using a typewriter.

7. Service limitations of existing library facilities with Executive Summary

If existing facilities will be replaced or improved, applicants shall describe how the existing facilities are inadequate in providing the types of services needed for residents of the project service area.

Applicants shall describe the limitations and constraints of services provided in the existing public library facilities that will be replaced or improved for categories a – f below. For co-located joint use projects, also provide the information for the school library.

- a. Collections.
- b. Readers' seating.
- c. Staff offices, workstations, and visual supervision.
- d. Technology.
- e. Meeting rooms.
- f. Special purpose (miscellaneous).

Applicants shall provide descriptions of the types of library services that are needed but currently unavailable in the existing public library buildings. For joint-use projects, both co-located and joint venture, also address school library services that are needed but currently unavailable.

Applicants shall provide an Executive Summary which will give a narrative overview of the service limitations of the existing facility based on categories a – f listed above, not to exceed two, single-spaced typed pages. Limit type size to no smaller than 11 point if using

a computer, or 12 pitch (elite) if using a typewriter. If more than one existing facility is being replaced or improved, provide a separate summary for each facility. For co-located projects, provide a separate summary of the service limitations of the school library.

#### 8. Physical limitations of existing library facilities with Executive Summary

If existing facilities will be replaced or improved, applicants shall provide an analysis of the physical limitations of existing public library buildings for the following categories. For co-located joint-use projects, if there are existing facilities that will be replaced or improved, also provide an analysis of the physical limitations of the existing school libraries for the same categories

- a. Structural.
- b. Energy conservation.
- c. Health and safety.
- d. Disabled access.
- e. Acoustics.
- f. Space flexibility/expandability.
- g. Functional spatial relationships.
- h. Site.
- i. Any other considerations.

Applicants shall provide an Executive Summary which will give a narrative overview of the physical limitations of the existing library facility based on categories a – i listed above, summarizing how the facility is inadequate, hazardous, ineffective, or inefficient. If more than one existing facility is being replaced or improved, provide a separate summary for each facility. The summary shall not exceed two, single-spaced typed pages. Limit type size to no smaller than 11 point if using a computer, or 12 pitch (elite) if using a typewriter. For co-located projects, provide a separate summary of the service limitations of the school library.

#### 9. Space Needs Assessment

Provide a listing of the assignable square footage allocations needed for the proposed project and an analysis of how they were determined for the following categories:

##### a. Library Collections

- (1) Describe the current status of the library collections and capacity of the proposed building to house the collections in the future.
- (2) Discuss collection development and provide justification for the size and types of proposed collections based on demographics, previous as well as anticipated purchasing patterns, verifiable library use statistics, and any standards or guidelines used.



- (3) Provide a summary of all projected collections to be housed in the proposed library, including the size, format, category, and subcategory of each collection. Include the volumes per linear foot and assumptions regarding the percentage of collection in circulation.
- (4) Provide a chart showing the calculations used to translate each collection subcategory into space needs. Provide the conversion factors used in the calculations such as type of shelving or storage unit, the number of volumes per shelving or storage unit, the number of shelving or storage units needed to house the collection, the number of assignable square feet per shelving or storage unit, and the amount of assignable square footage needed to house the shelving or storage units.

b. Readers' Seats

- (1) Describe the number, type, and allocation of all patron seating needed to meet the requirements of the proposed facility.
- (2) Identify standards utilized in determining the amount of seating.
- (3) Describe the calculations used to translate the various types of readers' seating into space needs, providing the conversion factors used to calculate the required assignable square footage.

c. Technology

- (1) Identify and describe the number and types of technology equipment (computers, printers, servers, routers, other computer peripherals, and telecommunications equipment, etc.) and workstations required to support the operation of the proposed facility.
- (2) Describe the calculations used to translate the technology equipment needs into space needs, providing the conversion factors used to calculate the assignable square footage needed to accommodate the equipment and workstations.

d. Staff Offices and Workstations

- (1) Describe the projected staff organization and provide any standards used in determining the size of the projected staff.
- (2) Provide the resulting number of staff workstations (public, office, and workroom) needed to provide the desired service level in the proposed facility, and indicate the proposed allocation of staff workstations.
- (3) Describe the calculations used to translate the office and workstation needs into space needs, providing the conversion factors used to calculate the assignable square footage to house the various types of workstations.

e. Meeting Room Requirements

- (1) Describe the number and capacity of meeting rooms for the proposed library. Indicate how this space supports the library's plan of service and provide an allocation of the space.
- (2) Describe the calculations used to determine the amount of meeting room assignable square footage required, providing conversion factors used to calculate the assignable square footage needed for the various types of meeting room seats.

f. Special Purpose: Miscellaneous Space Needs

- (1) Describe any other miscellaneous spaces or equipment that have been identified, indicating their intended use and how they support the library's plan of service and providing an allocation of space.
- (2) Describe the calculations used to determine the amount of special purpose assignable square footage required, providing the conversion factors used to calculate the assignable square footage needed for each type of furnishing and equipment or space.

g. Non-Assignable Space

Provide the assumptions made with respect to the percentage of non-assignable square footage as well as the amount of non-assignable square footage.

## ***Section 20440: Appendix 4***

### ***Library Plan of Service Components***

As required in section 20440 (d) (3), all applicants shall submit a copy of a Library Plan of Service that highlights major services to be provided and how they respond to the needs identified in the Community Library Needs Assessment. The plan shall include, but is not limited to, the following components:

#### **1. Library Plan of Service**

Applicants shall submit a Library Plan of Service that describes how the needs of the residents in the library service area, as identified in the Community Library Needs Assessment, will be met by the proposed project.

The Library Plan of Service shall include:

#### **2. Executive Summary**

Provide an Executive Summary of the Library Plan of Service, highlighting major services to be provided and how they respond to the needs identified. The Executive Summary shall not exceed two typed pages.

#### **3. Mission statement**

- a. Describe the mission of the public library.
- b. For co-located joint use projects, also include the school's mission statement for providing library services to their students.

#### **4. Goals and objectives**

Describe the goals, objectives, roles, and service indicators for library services for the library project service area and how they respond to the information gathered in the Community Library Needs Assessment.

#### **5. Types of services to be offered**

##### **a. All applicants**

Provide a detailed description of the types of services that will be offered as well as an implementation plan. Describe staffing, programming, hours of service, collections and any special services along with other relevant community services or partnerships such as adult education, senior citizen, literacy and after school programs, etc. Indicate how the overall plan of service meets the needs of the residents of the library service area.

b. Co-located joint use projects

Applicants with co-located joint use projects shall describe how the project's Library Plan of Service will meet the needs of the K-12 student population identified for this project. Describe how this service is different from what would be provided for the proposed project's clientele if there were no joint use cooperative agreement.

c. Joint venture projects

Applicants with joint venture projects, describe how the project's Library Plan of Service will meet the needs of the K-12 student population identified for this project. Describe why the specific service(s) (homework center, career center, family literacy center, computer center, subject-specialty learning center, shared electronic and telecommunication library services, or other collaborative library services that directly benefit K-12 students) was selected to meet the student needs.

6. Jurisdiction-wide service

Describe how the proposed project fits into the overall plan of service for the library jurisdiction.

7. Technology

- a. All applicants shall describe how the Library Plan of Service integrates appropriate electronic technologies in response to the service needs identified in the Community Library Needs Assessment and shall include a description of how information technologies will be implemented to integrate, support, or extend the delivery of library services to the residents of the service area.
- b. Applicants with joint use projects shall also describe how electronic technologies will be used to meet the needs of K-12 students as identified in the Community Library Needs Assessment.
- c. The applicant shall provide an Executive Summary which will give a narrative overview of how the Library Plan of Service integrates appropriate electronic technologies in response to the service needs identified in the Community Library Needs Assessment. Include a description of how information technologies will be implemented to integrate, support, or extend the delivery of library services for the proposed project now and in the future. Joint use project applicants shall also describe how electronic technologies will be used to meet the needs of K-12 students as identified in the Community Library Needs Assessment. The summary shall not exceed two, single-spaced typed pages. Limit type size to no smaller than 11 point if using a computer, or 12 pitch (elite) if using a typewriter.

## ***Section 20440: Appendix 5***

### ***Library Building Program Components***

As required in section 20440 (d) (4), all applicants shall submit a copy of a Library Building Program that demonstrates how the Library Plan of Service will be implemented in the project. The building program shall include, but is not limited to, the following components:

1. Table of contents with page numbers for each division
2. Overview and introduction

Applicants shall:

- a. Provide a general introduction to the project, including an overview of the need for the project and a time schedule for the project.
- b. Discuss the relationship of the library building program to the architectural design process.
- c. Identify and discuss the roles and interrelationships of the library building team members.

3. General Requirements of the Library Building

Applicants shall provide a general narrative for the entire library that addresses the following items, as appropriate:

- a. Occupancy by staff and patrons.
- b. Type and size of collections.
- c. Flexibility and expandability.
- d. Staff efficiency.
- e. Energy efficiency.
- f. Fenestration.
- g. Space finishes.
- h. Access for the disabled.
- i. Acoustics.
- j. Environmental conditions (HVAC).
- k. Illumination.
- l. Power and data communication requirements.
- m. Security systems.
- n. Signs.
- o. Audio-visual systems.
- p. Visual supervision.
- q. Master list of furniture and equipment.

#### 4. Spatial Relationships

Applicants shall describe the relationships of the various spaces in the proposed library through the use of a narrative, spatial diagram, or matrix.

#### 5. Summary of Facility Space Requirements

Applicants shall provide a summary of the spaces in the proposed library, showing the name of each space and its respective assignable square footage.

#### 6. Space Descriptions

Applicants shall provide a description of each individual space utilizing the following items as applicable:

- a. Assignable square footage.
- b. Occupancy by staff and patrons.
- c. Type and size of collections.
- d. Functional activity description.
- e. Spatial relationships.
- f. Flexibility and expandability.
- g. Fenestration.
- h. Space finishes.
- i. Access for the disabled.
- j. Acoustics.
- k. Environmental conditions (HVAC).
- l. Illumination.
- m. Power, data, and audiovisual communications requirements.
- n. Security requirements.
- o. Visual supervision.
- p. Signs.
- q. A listing of required furniture and equipment.

#### 7. Preliminary project budget

Applicants shall provide a preliminary capital outlay project budget for the proposed facility.

## ***Section 20440: Appendix 6***

### ***Requirements for Site Lease and Lease-Purchase Agreements***

An applicant that is placing a proposed project on a site secured by a lease or a lease-purchase agreement shall conform to the following requirements:

#### **1. Public Agency Owner**

If the lessor is a public agency:

- a. The agreement shall provide that the applicant, as lessee, shall have full and undisturbed access to the site at all times to build and operate a public library during the length of the lease.
- b. The term of the agreement shall be a minimum of 40 years following Substantial Completion of the project unless ownership shall otherwise transfer to the lessee before this time period has expired.
- c. The title report shall indicate that there are no superior liens (deeds of trust or other rights) in the leased property.
- d. The agreement shall provide that any subsequent encumbrance on the property (e.g., deed of trust) or sale of the property must be subject to the lease or lease-purchase agreement.
- e. Either full rental shall be paid in a lump sum up front or the lessee shall covenant to budget for rent each year.
- f. The lessor's remedies for any default by the lessee, including failure to pay rent, cannot include cancellation of the lease, retaking of the property, or eviction of the lessee. The only remedy is suit for rent or specific performance to remedy any specific breach.
- g. The lessor shall demonstrate that the agreement is legally authorized and has been properly approved and executed by the lessor and is enforceable against the lessor. Lessor shall provide a legal opinion to this effect, and the applicant shall submit the legal opinion with the application.
- h. The applicant, as lessee, shall demonstrate that the agreement is legally authorized and has been properly approved and executed and is enforceable against the lessee. The applicant shall submit a legal opinion to this effect with the application.

## **2. Private Owner**

If the lessor is a private entity, in addition to the items in 1 above, the applicant shall submit a legal opinion with the application that either:

- a. The lessor is an entity which cannot enter bankruptcy proceedings under the Federal Bankruptcy Code, or
- b. The lease or lease purchase agreement cannot be rejected by the lessor in the event of bankruptcy.



## **SECTION 20442. SUBMISSION OF APPLICATIONS AND GRANT AWARDS**

### **(a) Submission of applications; deadlines for application cycles and grant amounts; late or incomplete application submissions**

#### **(1) Application location** – Submit applications for each funding cycle to:

Bond Act Fiscal Officer  
Office of Library Construction  
1029 J Street, Suite 400  
Sacramento, CA 95814-2825

#### **(2) Funding cycles**

##### **(A) First funding cycle**

1. The application deadline for the first funding cycle is 5:00 p.m. on June 14, 2002.
2. In the first funding cycle the Board will award grants totaling no more than \$150,000,000.

##### **(B) Second funding cycle**

1. The application deadline for the second funding cycle is 5:00 p.m. on March 28, 2003.
2. In the second funding cycle the Board will award grants totaling no more than \$110,000,000.

##### **(C) Third funding cycle**

1. The application deadline for the third funding cycle is 5:00 p.m. on January 16, 2004.
2. All remaining grant funds will be awarded in the third funding cycle.

#### **(3) Late applications not considered**

If an application, or documents required to support the application, are not received by the Board's deadline for application, the application shall not be considered by the State Librarian or Board for grant approval during the funding cycle.

#### **(4) Incomplete applications not considered**

If applications, or documents required to support the application, are incomplete, the application shall not be considered by the State Librarian or Board for grant approval during the funding cycle.

**(b) Corrections to the project application**

If, due to oversight or clerical error, the information provided by the applicant during the application process proves to be inaccurate, the State Librarian, at his or her discretion, may make minor adjustments to correct obviously inaccurate information in applications.

**(c) One application per project**

Applicants may submit only one application for each proposed project during any single application cycle.

**(d) Resubmission of a project application**

Applicants may resubmit project applications that were not funded in one application cycle for a subsequent funding cycle by submitting a complete project application.

**(e) Changes in projects after grant award**

- (1) If there are proposed changes to the project after grant award that significantly modify the project, applicants shall submit the proposed changes to the State Librarian for review and authorization.
- (2) The State Librarian has the sole authority to determine if a change is significant.
- (3) If the State Librarian does not approve the change, the grant recipient may appeal the State Librarian's decision to the Board.
- (4) The decision of the Board regarding a change in the project is final and binding.

**(f) Value determined by mutual agreement**

For purposes of Education Code section 19999 (c) regarding the return of State grant funds, determining the value of the facility and land by mutual agreement shall mean by an appraisal prepared by an independent certified appraiser as specified in section 20436 (a).

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**NOTE: Authority cited: Section 19992, Education Code. Reference: Sections 19988, 19989, 19992, 19993, 19995, 19996, 19997, 19998, and 19999, Education Code.**

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## **SECTION 20444. STATE PAYMENTS; FISCAL AND PROGRAM COMPLIANCE REVIEW**

### **(a) Frequency of State grant payments; original signatures**

- (1) The State Librarian shall authorize State grant payments to the grant recipient on a periodic reimbursement basis. Payments shall be made no more frequently than on a monthly basis.
- (2) Payment requests shall state that the reimbursement request is being made only for eligible project costs.
- (3) Payment requests shall be submitted with an original signature of the grant recipient's fiscal officer or that officer's designee.

### **(b) Final State grant payment**

The final State payment of 10% will be made when:

- (1) All eligible project costs have been paid.
- (2) The grant recipient certifies building completion by providing a compliance letter from the local building official verifying:
  - (A) The date of Substantial Completion of the project.
  - (B) The building was completed in accordance with the approved plans and specifications.
  - (C) The building has been approved for occupancy.
  - (D) Book stack installation has been completed.
- (3) The grant recipient shall submit evidence that the State's interest in the building and the land has been recorded in the title record [see Education Code section 19999].
- (4) Certified Public Accountant (CPA) review and audit submission
  - (A) CPA review

Following completion of the project, the grant recipient shall submit a final fiscal and program compliance review performed by an independent CPA utilizing standards established by the American Institute of Certified Public Accountants. To be considered independent, the CPA shall not be an employee of the grant recipient or the grant recipient's library service provider. The CPA review shall be submitted to the State Librarian prior to release of the final 10% of State project funds.

(B) Audit Submission with the CPA review

1. In addition to (A), grant recipients who are subject to the Single Audit Act, Title 31 United States Code sections 7501 through 7507, shall submit a copy of their most recent Single Audit report to the State Librarian with the CPA review.
2. Recipients who are not subject to the Single Audit Act shall submit a copy of their most recent jurisdictional audit report with the CPA review.

(5) CPA Review deadline

- (A) Grant recipients shall submit the CPA review no later than 18 months following Substantial Completion of the construction contract for the project.
- (B) If a CPA review indicating fiscal and program compliance is not received within 18 months following Substantial Completion, the State may hire a CPA to conduct the review. The final 10% of grant funds shall be reduced by the cost of the CPA review.

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**NOTE: Authority cited: Section 19992, Education Code. Reference: Sections 19989, 19990, and 19999, Education Code.**

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